



Electronic Voting System

Instructions & Procedures Manual



October 2004

*Welcome from the Arizona Capitol in Phoenix.
The Secretary of State's Office publishes this booklet as an
instructions and procedures manual for electronic voting
systems in the state of Arizona. Your comments about any
of our publications are appreciated.*

JAN BREWER
Secretary of State

Contact the Secretary of State's Office

*A publication of the Arizona Secretary of State's Office
State Capitol, Phoenix, Arizona*

Customer Service Center
14 N. 18th Avenue
Phoenix, Arizona
Phone: 602.542.6187
Fax: 602.542.7386



Jan Brewer
Arizona Secretary of State

Capitol Office (Mailing Address)
1700 W. Washington Street, 7th Floor
Phoenix, Arizona 85007
Phone: 602.542.4285
Toll-free 1-877-THE VOTE
TDD: 602.255.8683

Main Telephone

602-542-4285

Janice K. Brewer
Secretary of State

602-542-0681

Kevin Tyne
Assistant Secretary of State

602-542-0681

Joseph Kanefield
State Election Director

602-542-6167

Election Services
Telephone
Toll-free (in Arizona)
Facsimile number
e-mail address

602-542-8683
1-877-843-8683
602-542-6172

elections@azsos.gov

For additional copies of this booklet send your request to:
Secretary of State

Attention: Election Services Division
1700 West Washington, 7th Floor
Phoenix, Arizona 85007

Visit us on the World Wide Web at www.azsos.gov
e-mail: elections@azsos.gov



JAN BREWER
SECRETARY OF STATE
STATE OF ARIZONA

I am pleased to provide the 2004 Procedures Manual to Arizona's counties, cities and towns. The 2004 Procedures Manual was drafted as an easy-to-understand guide through the elections process. The Procedures Manual has undergone extensive revisions in compliance with the Help America Vote Act (HAVA), including the addition of the State of Arizona Grievance Process, which begins on page 11.

Free and fair elections are the cornerstone of our democracy, and the people who work in elections are the mortar that holds it all together. From poll workers to election supervisors, your dedication to excellence in the elections process is appreciated. Thank you for your efforts.

A handwritten signature in cursive script that reads "Janice K. Brewer".

JANICE K. BREWER
Arizona Secretary of State
October 2004



RECEIVED

SECRETARY OF STATE

2004 JUL 22 PM 1:55

STATE OF ARIZONA

OFFICE OF THE GOVERNOR

1700 WEST WASHINGTON STREET, PHOENIX, AZ 85007

JANET NAPOLITANO
GOVERNOR

MAIN PHONE: 602-542-4331
FACSIMILE: 602-542-7601

July 20, 2004

The Honorable Janice K. Brewer
Secretary of State
1700 W. Washington Street, 7th floor
Phoenix, Arizona 85007

Re: Secretary of State's Procedures Manual

Dear Secretary Brewer:

Pursuant to Arizona Revised Statutes § 16-452, the Secretary of State's Procedures Manual that you provided on July 19, 2004 is approved. A copy of the approved manual is attached hereto.

Yours very truly,

A handwritten signature in dark ink, appearing to read "Janet Napolitano".

Janet Napolitano
Governor

Attachment



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OFFICE OF THE ATTORNEY GENERAL
STATE OF ARIZONA

TERRY GODDARD
ATTORNEY GENERAL

July 30, 2004

The Honorable Janice K. Brewer
Arizona Secretary of State
1700 West Washington - 7th Floor
Phoenix, AZ 85007

Re: Secretary of State's July 2004 Procedures Manual

Dear Secretary Brewer:

Pursuant to A.R.S. § 16-452(B), my Office has reviewed the updated version of the Arizona Secretary of State's Electronic Voting System Instructions and Procedures Manual that was submitted for approval on July 12, 2004, and final amendments submitted July 26, 2004.

The Manual complies with Arizona's election statutes. Therefore, I approve it for use in the 2004 elections.

Sincerely,

Terry Goddard
Arizona Attorney General

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NOTICE

The secretary of state's Instructions and Procedures Manual is required by A.R.S. § 16-452. The procedures contained in this manual were developed after consultation with each county board of supervisors or officer in charge of elections and have been approved by the governor and attorney general. A violation of any of the provisions of this Instructions and Procedures Manual is a Class 2 misdemeanor.

[A.R.S. § 16-452(C)]

A.R.S. § 16-449 requires the secretary of state to include procedures for:

- testing the logic and accuracy of electronic ballot tabulating systems
- handling ballots
- scanning ballots and
- any other matter necessary to ensure the maximum degree of correctness, impartiality and uniformity in the administration of an electronic ballot tabulating system

[A.R.S. § 16-449(B)]

TELEPHONE NUMBERS FOR ASSISTANCE ON ELECTION DAY

Secretary of State Election Services Division **(602) 542-8683**

County, city and town officers in charge of elections should insert other applicable telephone numbers on this page.

CONTACT PERSON

TELEPHONE NO.

State Election Director, Secretary of State's Office (602) 542-6167

Assistant Election Director, Secretary of State's Office (602) 542-6209

Secretary of State Elections Services FAX (602) 542-6172

Secretary of State toll free number 1-877-THE-VOTE

Secretary of State toll free number 1-877-843-8683

Secretary of State toll free number 1-800-458-5842

MINORITY LANGUAGE REQUIREMENTS

Section 203 of the Voting Rights Act states, “whenever any state or political subdivision (covered by this section) provides registration or voting notices, forms, instructions, assistance or other materials or information relating to the electoral process, including ballots, it shall provide them in the language of the applicable minority group as well as in the English language.”

All of Arizona is covered for the Spanish language. Many counties are also covered for various Native American languages. Most Native American languages are unwritten so information must be orally transmitted.

U.S. DEPARTMENT OF JUSTICE PRECLEARANCE

Section 5 of the Voting Rights Act requires certain states and local governments to obtain preclearance before implementing or enforcing any laws affecting voting.

State Of Arizona Grievance Process

HELP AMERICA VOTE ACT OF 2002, TITLE IV, SECTION 402

SECTION 1. SCOPE.

The secretary of state has a statewide complaint system to address complaints involving a violation of any provision of Title III of the Help America Vote Act of 2002 (HAVA) [42 U.S.C. §§15481-15485]. The statewide system will provide secure online access and phone call center access for complaint processing to the secretary of state or a designee. The system also provides secure online review of the complaint by the submitter. Upon receiving the formal complaint in the secretary of state’s office either by mail or hand delivery, the secretary of state’s office shall begin the resolution process.

Under this process any person may file a complaint who believes that there has been a violation, a violation is occurring, or a violation will be occurring related to any provision of Title III of HAVA. These procedures shall be uniform and non-discriminatory. If under these procedures the secretary of state determines that there is a HAVA Title III Violation, an appropriate remedy shall be provided to the extent permitted by law. If the secretary of state determines that the complaint does not allege a HAVA Title III Violation, the secretary of state may dismiss the complaint or refer it to the proper agency for resolution.

SECTION 2. DEFINITIONS.

- 1) "Complainant" means any person who files a complaint with the secretary of state under the State of Arizona Grievance Process.
- 2) "HAVA Title III Violation" means an act contrary to a party's statutory rights regarding voting system standards, provisional voting procedures, voter registration procedures, and operational standards of the statewide voter registration system as found in A.R.S. § 16-168(K) and Title III of HAVA. It does not mean non-Title III election law matters, including a candidate's ballot access or campaign finance matters.
- 3) "Person" means any individual residing in the State of Arizona at the time the complaint is filed.
- 4) "Respondent" means any person or entity, who is named in a complaint under these provisions, and is alleged to have violated, is violating, or is about to violate any provision of Title III of HAVA.
- 5) "Title III" means Title III of the Help America Vote Act of 2002, Public Law 107-252, 116 Stat. 1666 (2002), codified at 42 United States Code §§ 15481-15485.

SECTION 3. FORM OF COMPLAINT.

- 1) A complaint filed under this procedure shall be in writing, notarized, signed and sworn to. A standardized form for the complaint is available by any of the following methods: on the secretary of state's web site at www.azsos.gov, from the election official in the complainant's county of residence, or it can be mailed at the request of the complainant. The form provided by the secretary of state is available in both English and Spanish and is accessible to persons with disabilities.
- 2) The complainant may use any other written document to submit the complaint provided that it satisfies the requirements of subsection 1 and includes a description of the alleged violation which has occurred, is occurring, or is about to occur and indicates whether a hearing is requested.

SECTION 4. INSTRUCTIONS FOR FILING.

- 1) Where to File. The complaint may be filed in person or by mail at the Arizona Secretary of State's Office, 1700 West Washington, 7th Floor, Phoenix, Arizona 85007, or 400 West Congress, 2nd Floor, Room 252, Tucson, Arizona 85701. Forms cannot be accepted by e-mail or facsimile.

- 2) When to File. Any person may file a complaint who believes that there has been a violation, a violation is occurring, or a violation will be occurring related to any provision of Title III of HAVA. A complaint may be filed up to but no more than 60 days following the occurrence of the alleged violation of Title III.

SECTION 5. PROCESSING OF COMPLAINT.

- 1) Consolidation. In the event the complaint raises common questions of law and fact to other pending complaints, the secretary of state may consolidate the complaints and notify the complainants of the changed status.
- 2) Notice to Respondents. Within 5 business days of receiving a complaint in the secretary of state's office, the secretary of state shall notify all respondents of the allegations made in the complaint. This subsection shall not apply if the secretary of state has reason to believe that notifying a respondent or respondents of the complaint filed might compromise a criminal investigation or prosecution or other enforcement action by any local, state or federal agency.

SECTION 6. HEARING.

- 1) Within 5 business days of receiving a complaint in the secretary of state's office that requests a hearing, the secretary of state shall notify the Office of Administrative Hearings in accordance with Arizona Administrative Code (A.A.C.) R2-19-103 to schedule a hearing.
- 2) The hearing shall be conducted no sooner than 10 days and no later than 60 days after the secretary of state receives the complaint in the secretary of state's office.
- 3) The hearing shall be conducted in accordance with the procedures set forth in Title 41, Chapter 6, Article 9 and the Arizona Administrative Code, Chapter 19, Article 1.
- 4) The complainant shall bear the burden of persuasion.
- 5) The administrative law judge decision issued pursuant to A.R.S. § 41-1092.08(A) shall include an appropriate remedy if an appropriate remedy is available. Such remedy shall be consistent with the provisions of Section 9.

SECTION 7. FINAL DETERMINATION.

The secretary of state or the secretary of state's designee may accept, reject or modify the decision of the administrative law judge pursuant to A.R.S. § 41-1092.08(D) and such action shall constitute the final determination with respect to the complaint. The

secretary of state shall give notice to all parties involved of this determination. The final determination shall be made within 90 days of the filing of the complaint with the secretary of state unless the complainant consents to a longer period.

SECTION 8. ALTERNATIVE DISPUTE RESOLUTION.

- 1) If the secretary of state or the secretary of state's designee fails to meet the deadline set forth in section 7, the complaint shall be resolved within 60 days under the alternative dispute resolution procedures established by this section.
- 2) On or before the 5th business day after a final determination was due, the secretary of state shall designate in writing an administrative law judge who shall be a neutral party not associated with the complainant or any respondent.
- 3) The administrative law judge may review the record compiled in connection with the complaint, but need not receive additional testimony or evidence. The administrative law judge may request that the parties present additional briefs, memoranda or oral testimony.
- 4) Subject to the provisions of Section 9, the administrative law judge shall determine the appropriate remedy for the complaint to the extent provided by law.
- 5) The administrative law judge must issue a written resolution within 60 days after the secretary of state's final determination was due under Section 7. This 60-day period may not be extended without the express written consent of the complainant. The final resolution shall be transmitted by the administrative law judge to the secretary of state and shall be the final resolution of the complaint. The secretary of state shall mail the final resolution to the complainant, each respondent, and any other interested person who has asked in writing to be advised of the final resolution. It shall also be published on the secretary of state website and made available on request to any interested person. However, no mailing, publication or other providing of the determination or remedy shall be required if the secretary of state has reason to believe that such mailing, publication or providing might compromise a criminal investigation or prosecution or other enforcement action by any local, state or federal agency.

SECTION 9. REMEDIES.

No remedy may involve the awarding of compensatory or punitive monetary damages to a complainant or a finding that an election official is subject to civil penalties. An appropriate remedy may include, but is not limited to any or all of the following:

- a. a plan for rectifying the particular violation;
- b. an order requiring that additional training will be provided to election officials so as to ensure compliance with Title III and the Arizona Revised Statutes, Title 16; and
- c. an order requiring additional voter education.

SECTION 10. RECORD.

- 1) The secretary of state shall compile and maintain an official record in connection with each complaint filed pursuant to these provisions. This official record shall be retained for a period of 24 months. The official record shall contain:
 - a. A copy of the complaint, including any amendments;
 - b. A copy of any written submission by the complainant;
 - c. A copy of any written response by any respondent or other interested person;
 - d. A written report of any investigation conducted by agents of the secretary of state or of any local elections official, who may not be directly involved in the actions or events complained of;
 - e. Copies of all notices and correspondence to or from the secretary of state in connection with the complaint;
 - f. Originals or copies of any tangible evidence produced at any hearing conducted under section 6;
 - g. A copy of the audio recording produced at any oral hearing conducted; and
 - h. A copy of any final determination made under section 7.
- 2) The record and other materials from any proceedings conducted under the complaint procedures established under this section shall be made available for use under the alternative dispute resolution procedures.

SECTION 11. EFFECTIVE DATE.

This complaint procedure shall be effective upon its posting on the secretary of state's website and preclearance by the Department of Justice in accordance with Section 5 of the Voting Rights Act and shall remain in effect until superceded by any modification, repeal, regulation or statute.

In addition to the statewide grievance system, the secretary of state shall provide for a toll free telephone number (1-877-THE-VOTE) for the use of the public to report incidents of voter fraud. [A.R.S. § 16-142 (C)]

CONSOLIDATION OF ELECTIONS

In April 1996, the Arizona legislature enacted laws to consolidate most elections in our state.

[A.R.S. § 16-204] The four election dates are:

- 2nd Tuesday in March
- 3rd Tuesday in May
- 8th Tuesday before the 1st Tuesday after the 1st Monday in November
- 1st Tuesday after the 1st Monday in November

[A.R.S. § 16-204(B)]

The following dates are applicable to elections held in 2004:

- February 3 (presidential preference election)
- March 9
- May 18
- September 7
- November 2

The following dates are applicable to elections held in 2005:

- March 8
- May 17
- September 13
- November 8

Jurisdictions Subject to Consolidated Election Dates

Jurisdictions required to hold elections only on a consolidated election date are a:

- county
- city
- town
- school district
- community college district
- the following title 48 special districts:
 - fire district
 - county improvement district
 - community park maintenance district

- special road district
- hospital district
- sanitary district
- pest abatement district
- health service district
- domestic water improvement district

Special districts may conduct elections by mail upon approval by the board of supervisors for the county in which all or most of the special district is located.

[A.R.S. § 16-558(A)]

Elections Exempt from Consolidated Dates

Some elections are exempt from consolidation:

- county charter committee
- county charter proposal
- city charter committee
- city charter proposal
- title 48 special taxing districts that are not listed above
- presidential preference election
- a special election called by the legislature to amend the Arizona Constitution.
[Ariz. Const. art. XXI, § 1]
- election to fill congressional seat

SCHEDULE OF RELATED EVENTS

Election Precincts

Boards of supervisors shall establish election precincts **on or before December 1** of each year preceding the year of a general election.

[A.R.S. § 16-411]

Effective Date of New Precincts

After adopting new precincts, the board of supervisors of each county delivers to the county recorder a complete description of the precincts. For the purpose of conducting any election called according to the laws of this state, precincts adopted under the provisions of A.R.S. § 16-411 shall become effective no later than **March 1** of the year of the next general election.

By **March 1** of the year of the general election, the county recorder must transfer all the voters who reside in a new precinct as a result of the adoption of new precincts to the correct new precinct register.

The county recorder shall mail a notice of the precinct change to each household containing a registered voter, unless a sample ballot containing the precinct name or number is mailed before the primary election.

[A.R.S. § 16-412]

Justice Precincts

Boards of supervisors may form, change, or abolish justice precincts. Abolishment of justice precincts cannot take effect until the end of terms of office of the justice of the peace and constable then in office.

[A.R.S. §§ 11-251 & 22-101]

Supervisor Districts

Boards of supervisors shall:

- as often as deemed necessary between each United States decennial census
 - divide the county into three or five supervisorial districts, and
 - make divisions as nearly equal in population as is practicable

[A.R.S. § 11-212]

Community College Districts

Boards of supervisors shall:

- divide the county into community college districts, and
- make divisions as nearly equal in population as is practicable

Elections to form community college districts and to choose board members shall be held as specified in A.R.S. §§ 15-1402, 15-1404, 15-1441 & 15-1442, and Title 16, Arizona Revised Statutes.

Notification of Consolidation

At least **180 days before** each consolidated election date prescribed by A.R.S. § 16-204, each county board of supervisors shall give notice in writing regarding the consolidated election program to each:

- school district
- community college district
- city
- town and
- special taxing district organized pursuant to Title 48, Chapters 5, 6, 8, 10, 13 through 16, and 33 in the county

The notice shall state the date of the election.

[A.R.S. § 16-205]

ISSUANCE OF PROCLAMATION FOR GENERAL OR SPECIAL ELECTION BY GOVERNOR: PUBLICATION BY BOARDS OF SUPERVISORS

At least **30 days before** a general election and **within 10 days after** a vacancy occurs in the office of representative in Congress, if a special primary and special general election are required by A.R.S. § 16-222, the governor shall issue a proclamation containing the date of the election and the offices to be filled.

The governor shall transmit a copy of the election proclamation to the officer in charge of elections in each county.

Each board of supervisors shall be notified by the officer in charge of elections of receipt of the election proclamation, and shall:

- meet within **five days after** its receipt
- publish a copy of the notice in an official newspaper of the county:
 - at least **10 days before** a general election
 - at least **five days before** the special primary election
 - at least **five days before** the special general election

[A.R.S. §§ 16-214 & 16-223]

NOTICE OF OFFICES TO BE NOMINATED

At least **120 days before** a regular primary election, the secretary of state shall notify each county's board of supervisors of the offices for which candidates for U.S. senate, U.S. representative in Congress, statewide and legislative offices are to be nominated.

[A.R.S. § 16-202]

RESIGN TO RUN

Except during the final year of the term being served, no incumbent of a salaried elective office, whether holding by election or appointment, may offer himself/herself for nomination or election to any salaried local, state or federal office.

[Arizona Constitution, Art. XXII, § 18]

A person is not eligible to be a candidate for nomination or election to more than one public office if the elections for those offices are held on the same day and if the person would be prohibited from serving in the offices simultaneously.

[A.R.S. § 38-296.01]

QUALIFICATIONS FOR PUBLIC OFFICE

Every person elected or appointed to any elective office of trust or profit under the authority of the state, or any of its political divisions or any municipalities shall be a qualified elector of the political division or municipality in which the person seeks election at the time of filing the nomination papers.

A qualified elector is a person who is:

- properly registered to vote
- will be at least 18 years of age on or before the date of the election

[Ariz. Const. Art. VII, § 15 and A.R.S. § 16-121(A)]

QUALIFICATIONS OF STATE OFFICERS

The residency requirement for candidacy means a continuous period of residency for the required number of years continuously and immediately preceding the election.

[Ariz. Atty. Gen. Op. No. 184-096.]

As the filing officer, the secretary of state has no authority to refuse to accept the nomination papers of a candidate who does not meet the residency requirements if the papers “on their face substantially comply with the terms of the statute....” [Ariz. Atty. Gen. Op. No. 184-096. Only a court of law may disqualify a candidate. *Id.*¹]

State Executive Offices

State executive offices are:

- governor
- secretary of state
- attorney general
- treasurer
- superintendent of public instruction

To be eligible for any state executive office, a person must be:

- not less than 25 years of age
- a citizen of the United States for at least 10 years preceding the election
- a citizen of Arizona for at least five years preceding the election

[Ariz. Const. Art. V, §§ 1 and 2]

State Legislature

To be eligible to be a member of the Arizona legislature, a person must be:

- a citizen of the United States at the time of election
- at least 25 years of age
- a resident of Arizona at least three years

¹ A filing officer does have statutory authority to “refuse the candidate’s nomination paper” for failure to make and file campaign finance reports after following the procedures set out in A.R.S. § 16-918.

- a resident of the county from which the person is elected at least one year before the election

[Ariz. Const. Art. IV, Pt 2, § 2]

No member of the legislature, during the term for which he or she was elected, shall be eligible to hold any other office or be employed by the state, a county or incorporated city or town. This prohibition does not extend to the office of school trustee, or to employment as a teacher or instructor in the public school system.

[Ariz. Const. Art. IV, Pt 2, § 5]

Corporation Commission

Arizona law does not set minimum age or length of residency requirements for a person who holds the office of corporation commissioner. [Ariz. Const. Art. XV, § 1] A person in the employ of, or holding an official relation to a corporation or person subject to regulation by the commission, or a person owning stocks or bonds of a corporation subject to regulation, or a person who is pecuniarily interested therein, shall not be elected, appointed to, or hold the office of commissioner or be appointed or employed by the commission.

[A.R.S. § 40-101]

State Mine Inspector

The state mine inspector shall be:

- a resident of the state at least two years prior to election
- not under 30 years of age
- shall have been practically engaged in, and acquainted with, mines and mining in this state
- shall have had at least four years experience in underground mining *and*
- three additional years in either underground mining, smelting, open pit mining, or experience in any industry under the jurisdiction of the state mine inspector

[A.R.S. § 27-121]

QUALIFICATIONS OF COUNTY OFFICERS

General Provisions

A person shall not be eligible for a county office, whether elective or appointive, nor shall a certificate of election or commission issue to any person, unless the person is, at the time of the election or appointment:

- 18 years of age or over
- a resident of the state
- able to read and write the English language
- will be a qualified elector of the district which he or she proposes to represent at the time of the candidate filing

The board of supervisors shall be the sole judge of these qualifications, subject to review by *certiorari* in the superior court.

[A.R.S. § 11-402]

County Attorney

A person is eligible for the office of county attorney who:

- is an attorney at law, licensed and in good standing in this state
- meets the general qualifications for county offices

[A.R.S. § 11-531]

Community College Board Member

There shall be one community college board member from each of the five precincts within a community college district, who are qualified electors.

Where two or more counties constitute a district, as many precincts shall be set up by the board of supervisors in each county as the county is entitled to membership. In no case shall a county which is part of a district have more than four precincts, and where a district consists of two or more counties at least one member shall reside in each county.

A county officer listed in A.R.S. § 11-401 is not eligible to serve as a community college board member.

A community college board member or the board member's spouse may not be employed by the community college district.

[A.R.S. § 15-1441]

School Superintendent

A person is eligible for the office of county school superintendent who:

- holds a regular certificate to teach in the schools of this state
- meets the general qualifications for county offices

[A.R.S. § 15-301]

Superior Court Judge

A person is eligible for the office of judge of the superior court who is:

- at least 30 years of age
- of good moral character
- admitted to the practice of law in Arizona for at least five years
- a resident of the state for five years prior to taking office
- an elector of the county in which the duties of the office are to be exercised
- able to read and write the English language

[Ariz. Const. Art. VI, § 22]

CANCELLATION OF ELECTION

If the number of persons who file nominating petitions for an election to fill precinct committeeman or title 48 officers is less than or equal to the number of positions, the county board of supervisors may cancel the election for those positions and appoint the person who filed the nominating petition to fill the position. If no person has filed a nominating petition, the position is deemed vacant and shall be filled as otherwise provided by law.

[A.R.S. § 16-822(B), 48-802(D)(4)]

If only one person files a nominating petition for an election to fill a school district office, the board of supervisors may up to seventy-five days before the election, cancel the election for the position and appoint the person who filed the nominating petition to fill the position. If no person has filed a nominating petition, the board of supervisors may

up to seventy-five days before the election, cancel the election for that office and the position is deemed vacant and shall be filled as provided in A.R.S. § 15-302.

[A.R.S. § 15-424(D)]

CAMPAIGN FINANCE REPORTING REQUIREMENTS

Definition of Political Committee

Political committee means:

- a candidate *or*
- any association or combination of persons that is organized, conducted or combined for the purpose of:
 - influencing the result of any election *or*
 - to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state
- that engages in political activity:
 - on behalf of or against a candidate for election or retention *or*
 - in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions

Political committee includes the following types of committees:

- a candidate's campaign committee
- a separate, segregated fund established by a corporation or labor organization pursuant to A.R.S. § 16-920(A)(3)
- a committee acting in support of or opposition to the qualification, passage or defeat of a ballot measure, question or proposition
- a committee organized to circulate or oppose a recall petition or to influence the result of a recall election
- a political party
- a committee organized for the purpose of making independent expenditures
- a committee organized in support or opposition to one or more candidates
- a political organization (an organization that is formally affiliated with and recognized by a political party, including a district committee)
- an exploratory committee
- a standing political committee

[A.R.S. § 16-901(23)]

Political committees must organize and file reports in compliance with the campaign finance laws in title 16, chapter 6.

[A.R.S. § 16-901(19)]

Definition of Exploratory Committee

“Exploratory committee” means a political committee that:

- is formed for the purpose of determining whether an individual will become a candidate
- receives contributions or makes expenditures of more than \$500 in connection with that purpose

[A.R.S. § 16-901(9)]

Definition of a Standing Political Committee

Standing political committee means a political committee that is all of the following:

- active in more than one jurisdiction in the state for more than one year
- files a statement of organization prescribed by A.R.S. § 16-902.01(E)
- is any of the following
 - separate, segregated fund
 - a political party
 - a committee organized for the purpose of making independent expenditures
 - a political organization

Standing political committees file a statement of organization with

- the secretary of state and
- a copy with any other jurisdiction in which it is active

A standing political committee files 10 campaign finance reports with the secretary of state only and no longer files with the local jurisdiction.

The standing political committee shall file reports with the secretary of state and is exempt from filing a report with any other jurisdiction in which it is active. Reports must be filed electronically. Standing political committees must pay a \$250 fee per year.

A political committee may terminate its activities in a reporting jurisdiction and remain active in other jurisdictions by attaching a statement to the reporting jurisdiction’s termination statement.

The termination statement is signed by the committee’s

- chairman and treasurer, and

- attests to the intent to remain active in other jurisdictions and
- contains a statement that the committee's remaining monies shall be used for activities in other jurisdictions

The committee does not have to have zero debts and funds and does not have to be a standing political committee to terminate in your jurisdiction.

Family Contribution

"Family contribution" means any contribution that is provided to a candidate's campaign committee by a candidate's:

- parent
- grandparent
- spouse
- child
- sibling
- a parent or spouse of any of the above

[A.R.S. § 16-901(10)]

Registration of Political Committees

Each committee that intends to accept contributions or make expenditures of more than \$500 shall file a statement of organization before:

- accepting contributions
- making expenditures
- distributing any campaign literature
- or circulating petitions

If the political committee intends to accept contributions or make expenditures of \$500 or less they shall file a statement of exemption and the information required by § A.R.S. 16-902.01 before:

- making any expenditures
- accepting any contributions
- distributing campaign literature
- or circulating petitions

A political committee that has filed a \$500 threshold exemption statement and receives contributions or makes expenditures of more than \$500 shall file a statement of organization with the filing officer within five business days after exceeding the \$500 limit.

[A.R.S. § 16-902.01]

For a political committee that makes expenditures in an attempt to influence the results of a ballot proposition election, the statement of organization shall include in the name of the political committee:

- the official serial number for the petition,
- a statement as to whether the political committee supports or opposes passage of the political measure.

[A.R.S. § 16-902.01(F)]

Candidate's Campaign Committees

Each candidate who intends to receive contributions or make expenditures of more than \$500 in connection with a campaign shall designate in writing a political committee by filing a statement of organization before:

- making any expenditures
- accepting any contributions
- distributing any campaign literature
- or circulating petitions

If the candidate intends to receive contributions or make expenditures of \$500 or less the candidate shall file a signed statement of exemption that states that intention before:

- making any expenditures
- accepting any contributions
- distributing campaign literature
- or circulating petitions

This also applies to individuals forming exploratory committees.

[A.R.S. § 16-903]

Filing Schedule For Campaign Finance Reports

Each political committee must file the following campaign finance reports:

Campaign Finance Reporting Dates¹.

2003-2004 Election Cycle

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 report	Nov 26, 2002 through Dec 31, 2003	Jan 1 and Feb 2, 2004
June 30 report	Jan 1, 2004 through May 31, 2004	June 1 and July 1, 2004
Pre-Primary report	June 1, 2004 through Aug 18, 2004	Aug 19 and Aug 26, 2004
Post-Primary report	Aug 19, 2004 through Sept 27, 2004	Sept 28 and Oct 7, 2004
Pre-General report	Sept 28, 2004 through Oct 13, 2004	Oct 14 and Oct 21, 2004
Post-General report	Oct 14, 2004 through Nov 22, 2004	Nov 23 and Dec 2, 2004

¹. *This table does not include additional filing deadlines provided for by the Citizens Clean Elections Act. Please see title 16, chapter 6, article 2, available from the secretary of state's office and materials provided by the citizens clean elections commission.*

Standing Political Committee Campaign Finance Reporting Dates

2004

pursuant to A.R.S. §§ 16-913(B), (C) and 16-916(D)

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 Report	Jan 1, 2003 through Dec 31, 2003	Jan 1 to Feb 2, 2004
March 9 Election		
March Pre-Election	Jan 1, 2004 through Feb 18, 2004	Feb 19 and Feb 26, 2004

March Post-Election	Feb 19, 2004 through Mar 29, 2004	Mar 30 and Apr 8, 2004
May 18 Election		
May Pre-Election	Mar 30, 2004 through Apr 28, 2004	Apr 29 and May 6, 2004
May Post-Election	Apr 29, 2004 through June 7, 2004	June 8 and June 17, 2004
June 30 Report		
June 30 Report	Jan 1, 2004 through May 31, 2004	June 1 and June 30, 2004
September 7 Election		
Pre-Primary Report	June 8, 2004 through Aug 18, 2004	Aug 19 and Aug 26, 2004
Post-Primary Report	Aug 19, 2004 through Sept 27, 2004	Sept 28 and Oct 7, 2004
November 2 Election		
Pre-General Report	Sept 28, 2004 through Oct 13, 2004	Oct 14 and Oct 21, 2004
Post-General Report	Oct 14, 2004 through Nov 22, 2004	Nov 23 and Dec 2, 2004

2005

pursuant to A.R.S. §§ 16-913(B), (C) and 16-916(D)

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 Report	Jan 1, 2004 through Dec 31, 2004	Jan 1 to Jan 31, 2005
March 8 Election		

March Pre-Election	Jan 1, 2005 through Feb 16, 2005	Feb 17 and Feb 24, 2005
May Post-Election	Feb 17, 2005 through Mar 28, 2005	March 29 and Apr 7, 2005
May 17 Election		
May Pre-Election	Mar 29, 2005 through Apr 27, 2005	April 28 and May 5, 2005
May Post-Election	April 28, 2005 through June 6, 2005	June 7 and June 16, 2005
June 30 Report		
June 30 Report	Jan 1, 2005 through May 31, 2005	June 1 and June 30, 2005
September 13 Election		
Pre-Primary Report	June 7, 2005 through Aug 24, 2005	Aug 25 and Sept 1, 2005
Post-Primary Report	Aug 25, 2005 through Oct 3, 2005	Oct 4 and Oct 13, 2005
November 8 Election		
Pre-General Report	Oct 4, 2005 through Oct 19, 2005	Oct 20 and Oct 27, 2005
Post-General Report	Oct 20, 2005 through Nov 28, 2005	Nov 29 and Dec 8, 2005

Legislative Candidates' Reports

Candidates for the office of state senator or state representative shall file their campaign finance reports with the secretary of state in the electronic format prescribed by the secretary of state.

The county officer in charge of elections shall not accept reports for statewide candidate committees, federal candidate committees or other types of political committees required by law to file only with the secretary of state.

[A.R.S. §§ 16-913, 16-916(B) & 16-958(E)]

Campaign Finance Reports By School District or Community College District Candidates — File with County

Each candidate and political committee for a county, school district, community college district and Title 48 district at any general or special election shall file campaign finance reports with the county officer in charge of elections.

Each candidate for a community college district governing board election at any general or special election shall file campaign finance reports with the county officer in charge of elections.

[A.R.S. § 16-916(A)(2)]

Failure to File Procedures

The procedures and penalties relating to failure to file campaign finance reports were amended substantially in 1997 to include **mandatory penalties for late filings**.

[A.R.S. § 16-918]

“Failure to File” Definition

There is a “failure to make and file a campaign finance report” if:

- the report is not **filed** on the due date set by A.R.S. § 16-913; **or**
- the report is not **signed** by the:
 - committee treasurer **or**
 - candidate (for a candidate committee) **or**
 - designating individual (for an exploratory committee);
- **or**
- a **good faith effort** is not made to substantially complete the report as required by A.R.S. § 16-915.

Mandatory Penalties

Mandatory penalties are:

- **\$10** for each calendar day the report is late (including weekends and holidays) up to a maximum of **\$450**

- the first day after the due date is Day 1 = \$10; Day 2 = \$20, etc.
- the filing officer **shall not** accept a report for filing unless the mandatory penalties are paid

Notice Requirement

The filing officer must send a notice:

- to the committee **and**
 - candidate **or**
 - designating individual (for an exploratory committee)
- by certified mail
- within **15 days after the due date**
- stating with “reasonable particularity”
 - the nature of the failure to file and
 - a statement of the penalties provided by A.R.S. § 16-918

Increased Penalties/Enforcement Action

There is a mandatory civil penalty for all committees if the report is not filed **within 15 days after receiving** the notice. The mandatory penalty is \$25 per day for each day the committee fails to file beyond the 15 days after the committee receives notice.

The penalty is assessed by using the procedures of A.R.S. § 16-924:

- the filing officer notifies the filing officer’s attorney
- the attorney may serve an order requiring compliance on the person liable for the penalty (treasurer)
- the order will state with reasonable particularity:
 - the nature of the violation and
 - shall require compliance within **20 days** from the date of *issuance* of the order
- the alleged violator has **20 days** to request a hearing
- the alleged violator, during the enforcement action, may present a “good cause” defense as provided by A.R.S. § 16-918.
 - good cause includes: “an illness or absence from this state at the time the campaign finance report was due or the written notice of delinquency was delivered if the illness or absence reasonably prevented the treasurer, designating individual or candidate from filing the report or receiving the written notice”
 - good cause is determined by the attorney — not by the filing officer
- if the person does not request a hearing or come into compliance **within the 20 days**, the attorney shall issue an order:
 - imposing the **\$25 per day** penalty, not to exceed **\$1000**
 - imposing a **5-year bar** from becoming a candidate for any state or local office in Arizona *from the date the report was due*

- the alleged violator has **30 days** from the date of *issuance* of this order to request a hearing
- the alleged violator has the right to appeal the final order of the attorney to the superior court

Effect of Final Order

- The filing officer has the **authority to refuse the candidate's nomination paper** for any office in the filing officer's jurisdiction:
 - when a final order in the filing officer's jurisdiction imposing the **5-year bar** becomes final (at the conclusion of all hearings and appeals and the time for requesting them) *or*
 - if the filing officer receives a certified copy of a final order imposing a **5-year bar** from another jurisdiction

[A.R.S. § 16-918(F)]

CLEAN ELECTION COMMISSION RESPONSIBILITIES

The citizens clean election commission shall develop, publish and mail to every household containing a registered voter a document with space of a predefined size for each candidate to convey a message of his/her choosing.

The commission shall publish a document applicable to a primary election and a second document applicable to a general election.

For each candidate who does not submit a message for this document, his/her name will be included along with the words "no statement submitted."

The document shall have printed on its cover:

- "Citizens Clean Elections Commission Voter Education Guide",
- "Primary Election" or "General Election" (whichever is applicable) and the applicable year,
- "Citizens Clean Elections Commission Voter Education Guide" (printed at or near the bottom of the cover in type no larger than one-half size the type used for the document title),
- "Paid for by the Citizens Clean Elections Fund" (printed at or near the bottom of the cover in type no larger than one-half size the type used for document title).

The document shall be easily distinguishable from the publicity pamphlet published by the secretary of state's office.

For primary and general elections:

- The document shall contain the names of every candidate for every statewide and legislative district office without regard to whether the candidate is participating or nonparticipating in the citizens clean election fund,
- One copy of the document shall be mailed to every household containing a registered voter,
- The document shall be delivered to households before the earliest date for receipt of an early ballot by registered voters who have requested early ballots.

[A.R.S. § 16-956(A)(1)]

WRITE-IN CANDIDATES FILING OF NOMINATION PAPERS

Write-in candidates file no later than 40 days prior to election:

- A nomination paper shall include:
 - the candidate's actual address or description of place of actual residence,
 - mailing address,
 - the name of his/her party (if applicable),
 - the office and district or precinct for which he/she offers candidacy,
 - age,
 - length of residence in state,
 - date of birth,
 - how his/her name should appear on the list of write-ins,
 - the date of election,
 - an affidavit stating that the candidate meets the qualifications for the office sought, and
 - a financial disclosure statement if applicable.

[A.R.S. §§ 16-311, 16-312]

To fill vacancies caused by death, incapacity or withdrawal of candidacy, write-in candidates file no later than five days prior to election if their candidacy is for a vacant position and the vacancy has occurred after the printing of official ballots.

[A.R.S. §§ 16-312(B), 16-343(D)]

School board candidates must file as a write-in no later than 75 days prior to the elections.

[A.R.S. § 15-424(D)]

The elections that are cancelled by the board of supervisors pursuant to A.R.S. §§ 15-424(D), 16-822(B), 48-802(D)(4), 48-1012(E), 48-1208(A), 48-1404(B), 48-1908(C), 48-

2010(A), 48-2107(A) and 48-2208(D) have no provisions for write-in candidates filing after the effective date of cancellation.

The filing officer must place those elections that are to be cancelled on the board of supervisor's agenda immediately following the candidate filing deadline.

Write-in candidates (except candidates for precinct committeeman) must comply with campaign finance laws, title 16, chapter 6 and file:

- a statement of organization of political committee or a \$500 threshold exemption statement for candidates who intend to accept contributions or make expenditures of no more than \$500 before making expenditures, accepting contributions, or distributing literature
- applicable campaign finance reports
- votes for a write-in candidate will not be counted if the nomination paper is not filed on time

A candidate may not file if any of the following applies:

- for a candidate in a general election, if the candidate ran in the immediately preceding primary election and failed to be nominated to the office sought in the current election,
- for a candidate in a general election, if the candidate filed a nomination petition for the immediately preceding primary election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed in A.R.S. § 16-322,
- for a candidate in a primary election, if the candidate filed a nomination petition for the current primary election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed in A.R.S. § 16-322.

[A.R.S. § 16-312(D)]

Each polling place shall have posted, in a conspicuous location, a list of official write-in candidates.

Write-in candidates are prohibited in the presidential preference election.

[A.R.S. § 16-247]

NEW PARTY SEEKING STATE OR LOCAL RECOGNITION

A new party seeking to be represented by an official party primary election ballot, and placed on the ballot at the next general election, shall file a petition for recognition with the secretary of state or the county officer in charge of elections, or the city or town clerk **not less than 140** days prior to the primary election.

- petitions shall be submitted to the county recorder for signature verification or the city or town clerk **no later than 180 days before** the primary election
- the county recorder shall verify the signatures within **30 days after** submission
- the petition filing must be accompanied by an affidavit of 10 qualified electors asking that the new party be recognized
- the affidavit of the 10 electors shall be certified by the county recorder in their county of residence

A new party that seeks both state and county recognition may file the original petition with the officer in charge of elections for the county and a certified copy of the petition with the secretary of state.

A political party that is eligible for recognition in the presidential preference election shall be represented on the subsequent primary and general election ballots in the year of the presidential preference election.

[A.R.S. §§ 16-244(A)(2), 16-801, 16-802 & 16-803]

QUALIFICATIONS TO REGISTER TO VOTE

Every resident of the state is qualified to register to vote if the person:

- is a citizen of the United States,
- will be 18 years of age on or before the date of the next regular general election following his/her registration,
- will have been a resident of the state 29 days next preceding the election, except as provided in A.R.S. § 16-126,
- is able to write his/her name or make his/her mark, unless prevented from doing so by physical disability,
- has not been convicted of treason or a felony, unless restored to civil rights, and
- has not been adjudicated an incapacitated person as defined in A.R.S. § 14-5101.

[Ariz. Const. Art. VII, § 2; A.R.S. § 16-101]

QUALIFICATIONS OF VOTERS IN CITY OR TOWN ELECTIONS

No person is entitled to vote at an election in a city or town who has not been a qualified elector as defined in A.R.S. § 16-121 in the city or town for **29 days before** the election.

A person who has resided for at least **29 days before** an election in an area annexed at least 29 days before an election by a city or town shall be entitled to vote at the city or town election, provided the person is a qualified elector as defined in A.R.S. § 16-121.

Charter cities may have different qualifications.

[Ariz. Const. Art. XIII, § 2; A.R.S. § 9-822]

STATEWIDE VOTER REGISTRATION SYSTEM

The secretary of state shall develop and administer a statewide database of voter registration information that contains the name and registration information of every registered voter in this state. The database shall include an identifier that is unique to each individual voter.

The statewide voter registration system is intended to protect the integrity of the electoral process by ensuring the maintenance of an accurate and current voter registration list. The goal is to eliminate the threat to the integrity of the election process by minimizing the problem of individuals registering to vote in multiple jurisdictions, whether intentionally or unintentionally.

The statewide voter registration system does statewide comparisons in four major areas.

1. Motor Vehicle Records - All new additions to the voter registration database are matched against the Arizona Motor Vehicle Division (MVD) database daily. Any changes to a voter's identity information in a voter registration system (driver license number, last four digits of social security number, name or date of birth) will also be compared to the Motor Vehicle Division database. The voter registration form requires that either a driver license number or the last four digits of social security number be entered. This data, in addition to name and date of birth, are compared against the Motor Vehicle Division database. The statewide voter registration system notifies the counties of the results of the MVD matching on a daily basis. The counties will process any discrepancies or updates obtained from the MVD match daily in order to update the statewide voter registration database. If there is a difference between the MVD information and the registration form, MVD information will govern. If the county has reason to believe that the MVD information is incorrect, the county shall forward the information to the secretary of state to resolve.

2. Duplicate Matching Across Counties - All new additions to the voter registration database or records of a voter who has moved from one county to another will be compared with all records in other counties to determine if a duplicate record exists. The statewide voter registration system will notify the counties daily of the results of the duplicate matching. In the event that a duplicate does exist, the counties will then update any duplicate records found on a daily basis in order to update the statewide voter registration database.

3. Felony Matching - All felony records received by the secretary of state's office from the state and federal courts will be compared to the entire voter registration database. The statewide voter registration system will notify the counties daily of the results of the felony matching. The counties will update any matched felony records on a daily basis in order to update the statewide voter registration database. If there is a difference between the court felony information and the record on the statewide voter registration database, the court felony information will govern. If the county has reason to believe that the court felony information is incorrect, the county shall forward the information to the secretary of state to resolve.

4. Death Notification Matching - All death notification records from the Department of Health Services (DHS) received by the secretary of state's office will be compared to the entire voter registration database. Once each month, the statewide voter registration system will notify the counties of the results of the death notification matching. The counties will update any matched death notification records on a regular basis in order to update the statewide voter registration database.

If there is a difference between the DHS death information and the statewide voter registration database, the DHS death information will govern. If the county feels that the DHS death information is incorrect, the county will forward the information to the secretary of state to resolve.

[A.R.S. §16-168(K)]

VOTER REGISTRATION PROCESSING

- 1) A new completed voter registration form comes in to the recorder.
- 2) If it has the five elements required by law—name, residence address, date of birth, signature and citizenship—it is entered and sent to the secretary of state even if it does not contain the driver license number, nonoperating identification license number or the last four digits of the social security number.
- 3) If it does not have one or more of the five elements, the information is put in a pending file until the data is acquired. The registration cannot be considered received until the five elements are completed. The county recorder will attempt to contact the applicant by phone or mail to obtain the missing information or a completed voter registration form. Any letter mailed shall include information informing the voter of approaching voter registration deadlines.
- 4) The secretary of state will coordinate with the motor vehicle division to check the voter file against the driver license number or nonoperating identification license number and the last four digits of the social security number.

- 5) The secretary of state will add to the official registration file the driver license number or nonoperating identification license number, and the last four digits of the social security number, if there is sufficient matching information.
- 6) For any new voter registration that does not contain the driver license number or nonoperating identification license number or the last four digits of the social security number, the secretary of state will add the data, if there is sufficient matching information. A registration is considered new if the voter does not have a unique identifying number previously assigned by the secretary of state.
- 7) The secretary of state will assign a unique identifying number to any applicant who does not have a driver license number, nonoperating identification license number or social security number.
- 8) For any applicant who already has a unique identifying number assigned by the secretary of state, his/her voter registration shall be considered a modification and the application shall be considered grandfathered under the law. The county recorder will not need to research to add the driver license number, nonoperating identification license number or social security number.
- 9) The secretary of state will return the file to the recorder with a unique identifying number assigned to each applicant. Additionally, counties may maintain their own voter identification numbers.
- 10) The secretary of state will also send the recorder an exception report. The recorder will review the items which he/she can review, i.e. duplicate voter registrations, felons, death records, and processing errors such as transposed numbers. If the driver license or social security records conflict with the applicant's information that was provided by the county recorder, the applicant's information shall be changed to reflect the correct information. The county recorder shall notify applicants by letter to confirm which information is correct.
- 11) If there are any discrepancies between the motor vehicle division record or county recorder record in names, driver license number, nonoperating identification license number or the last four digits of the social security number, the recorder shall send a letter to the applicant to confirm which information is correct.
- 12) If the applicant does not provide the driver license number, nonoperating identification license number or the last four digits of his/her social security number, by signing the form, the voter is affirming that he/she does not have a driver license number, nonoperating identification license number or social security number.

13)The voter registration form cannot be refused if the citizenship box is blank. The registration cannot be completed, however, until citizenship is established as set forth in 42 U.S.C. §15483(b)(4)(B). The county recorder shall notify applicants by letter in accordance with A.R.S. § 16-134(B) and provide the applicant an opportunity to establish citizenship for purposes of registration by making a check mark or other appropriate indicator that the person answered “yes” to the question regarding citizenship. [*Id.*] For the purpose of voter registration, an appropriate indicator includes making a check mark in the box, placing an X in the box, circling the box, shading in the box or any other method involving the box that indicates the applicant is a citizen.

14)If the citizenship box is marked “no,” the recorder shall send a copy of the voter registration form to the applicant along with a letter explaining that the applicant must be a citizen of the United States to register.

REGISTRATION OF ELECTORS

County Recorder Obligations

A county recorder shall:

- authorize persons to accept registration forms
- distribute mail-in registration forms
- designate places for receipt of registration forms

[A.R.S. § 16-134]

Registration Through Public Assistance Agencies

Public assistance agencies and disabilities agencies as defined in A.R.S. § 16-140 shall return or mail completed voter registrations to the county recorder of the county in which the applicant resides within **five days after receipt** of those registrations.

[A.R.S. § 16-134]

Online, Electronic Voter Registration

Registrations that are generated through the Arizona state EZ voter system will be transmitted by the secretary of state, no later than five days after they have been received, to the appropriate county recorder for processing.

In the case of voter registrations received through the EZ Voter System, a voter registration is valid for an election if the time of the electronic registration is 29 days or more before an election as reflected on the EZ Voter confirmation receipt.

EZ Voter Registrations may be processed by the respective county either by paper or electronically.

Mail-In Registration

In the case of voter registrations received **by mail**, a voter registration is valid for an election if it complies with either of the following:

- The voter registration form is:
 - **postmarked 29 days or more** before an election *and*
 - **received** by the county recorder by 7:00 p.m. on the day of the election
- the voter registration form is:
 - **dated 29 days or more** before an election *and*
 - **received** by the county recorder **within five days** after the last day to register to vote in that election

[A.R.S. § 16-134(C)]

If the voter returns a receipt to the recorder, which contains all of the required information for registration, the recorder shall accept the receipt as the voter's registration. The recorder may request the voter to complete a new registration form to replace the accepted receipt. If the voter does not send the recorder a requested form to replace the receipt, the voter will nevertheless be considered properly registered to vote if the receipt contains all required information.

Incomplete or Illegible Registration

If the information on the registration form is incomplete or illegible, and the county recorder is not able to process it, the applicant shall be notified within **10 business days of receipt**. Any new voter registration must have the following:

- name,
- residence address or location of residence,
- date of birth,
- signature, or if the registrant is unable to sign, a statement that the form was completed according to the registrant's direction.
- An answer of "yes" to the question "Are you a citizen of the United States of America?".

[A.R.S. §§ 16-121.01, 16-134(B) & 16-152(A)(20); 42 U.S.C. § 15483(b)(4)(B)]

A completed voter registration form must contain the Arizona driver license number or nonoperating identification license number issued pursuant to A.R.S. § 28-3165, if the license is current and valid. If the registrant has no current and valid Arizona driver license or nonoperating identification license, the last four digits of his/her social security number must be provided if one has been issued. If the registrant has no current and valid Arizona driver license or nonoperating identification license or social security number, the secretary of state's office will assign a unique identifying number.

[A.R.S. § 16-152]

REGISTRATION DEADLINE

No elector shall vote in an election called pursuant to the laws of this state unless the elector has been registered to vote as a resident within the boundaries or the proposed boundaries of the election district for which the election is being conducted by **midnight of the 29th day preceding the date of the election.**

Registration deadlines:

2004 Presidential Preference Election	January 5
2004 March Election	February 9
2004 May Election	April 19
2004 Primary	August 9
2004 General	October 4
2005 March Election	February 7
2005 May Election	April 18
2005 September Election	August 15
2005 November Election	October 10

[A.R.S. § 16-120]

CHANGE OF VOTER'S RESIDENCE

There are three methods for a voter to register with a new address:

- reregistration (The voter may complete a new registration form.)
- early ballot (The voter may reregister with the new residence address or correct the record by requesting an address change on a written request for early ballot. [A.R.S. § 16-135(A)(E)])
- provisional ballot (A voter who moves from the address at which the voter is registered to another address within the same county and who fails to notify the county recorder of the change of address before the date of an election shall be

permitted to correct the voter registration records at the appropriate polling place for the voter's new address.)

CAUSES FOR CANCELLATION

The county recorder shall cancel a registration:

- at the request of the person registered,
- when the county recorder knows of the death of the person registered,
- if the person has been adjudicated an incapacitated person as defined in A.R.S. § 14-5101,
- when the person registered has been convicted of a felony and the judgment of conviction has not been reversed or set aside,
- when a person indicates on a signed jury questionnaire that he or she is a convicted felon,
- upon production of a certified copy of a judgment directing a cancellation to be made,
- promptly after the election, if the person registered has applied for a ballot pursuant to A.R.S. § 16-126,
- when a person has been on the inactive voter list for a period of four years or through the date of the second general election for a federal office following the date of inactivation,
- when the county recorder receives written information from the person registered that the person has a change of residence within the county and the person does not complete and mail a new registration form 29 days before the election after the county recorder mails notification of the need to complete a new registration form with current information,² or
- when the county recorder receives written information from the voter that he or she has a change of address outside the county.

[A.R.S. § 16-165]

VERIFICATION OF REGISTRATION

Mailing Requirements

Except for the mailing of sample ballots, a county recorder, who mails an item to any elector, shall follow these procedures:

²The United States department of justice has informed the state of Arizona that A.R.S. 16-165(A)(8) does not comply with the National Voter Registration Act of 1993. Therefore, this manual has included the time limit for return of a new registration form that is consistent with the federal law.

- Send the mailing by nonforwardable first class mail marked with the statement required by the postmaster to receive an address correction notification.
- If the item is returned as undeliverable, the county recorder shall send a follow-up notice to that elector **within three weeks** of the returned notice.
- The county recorder shall mail the follow-up notice to the address on the general county register or to the forwarding address given by the post office.
- The follow-up notice shall include a registration form and a notice that if the elector does not complete and return a new registration form **no later than 29 days before the election**, the name of the elector will be transferred to the inactive voter list (see footnote 2).
- The county recorder shall transfer to the inactive list any voter who has not responded by the 29th day before the election.
- If the elector provides the county recorder with a new registration form, the county recorder shall change the general register to reflect the changes indicated.
- If the elector indicates a new residence address outside the county, the county recorder shall forward the new registration to the appropriate county recorder.
- If the elector indicates a new residence address outside of this state, the county recorder shall cancel the elector's registration.
- The county recorder shall maintain the names of electors who have been removed from the general register on the inactive voter list for **four years** or through the date of the second general election for a federal office following the date of inactivation.

The county recorder shall keep track of the number of verification notices sent and the number of confirmation notices received for reporting pursuant to the National Voter Registration Act of 1993.

National Change of Address

The county recorder on or before **May 1** of each year preceding a state primary and general election, or more frequently as the recorder deems necessary, may use the change of address information supplied by the postal service through its licensees to identify registrants whose addresses may have changed.

- If it appears that the registrant has moved to a different address in the same county, the recorder shall change the registration records to reflect the new address and shall send the registrant a notice of the change by forwardable mail and a postage prepaid preaddressed return form by which the registrant may verify or correct the registration information.

- If the registrant fails to return the form postmarked not later than **29 days before** the next election, the elector shall be removed from the general register and transferred to the inactive voter list.
- If the notice sent by the recorder is not returned, the registrant may be required to provide affirmation or confirmation of the registrant's address in order to vote.
- If the registrant does not vote in an election during the period after the date of the notice from the recorder through the date of the second general election for federal office following the date of that notice, the registrant's name shall be removed from the list of inactive voters.
- If the registrant has changed residence to a new county, the county recorder shall provide information on how the registrant can continue to be eligible to vote.

[A.R.S. § 16-166]

PRECINCT REGISTERS

By the **10th day before** the primary or general election, the county recorder shall prepare from the original registration forms at least four printed or typed lists of all qualified electors in each precinct in the county. The list:

- shall be the official precinct register
- shall be accompanied by the "inactive voter" list created pursuant to A.R.S. §§ 16-166 and 16-583
- the original copy of the precinct register shall be known as the signature roster and shall contain extra pages for additions and names of those who vote provisional ballots
- the county recorder shall transmit the original and two copies of the precinct registers to the election boards

[A.R.S. §§ 16-168, 16-169, 16-579, 16-580 & 16-584]

Within **eight days after** the close of registration, the county recorder shall also deliver on the same day, one electronic media copy of each precinct register within the county to:

- the county chairmen
- the state chairman of each party which has at least four candidates, other than presidential electors, appearing on the ballot in that county for the current election
- upon request and without charge, to legislative council

Unless otherwise agreed, the recipients of the precinct register may request paper copies, rather than the electronic media copy.

[A.R.S. § 16-168(C)]

“VOTE BY MAIL” ELECTIONS

The jurisdiction/special district is responsible for department of justice preclearance and approval from the board of supervisors.

[A.R.S. § 16-225]

The governing board of a special district convening an election by mail may do a mailing to each qualified elector 90 days prior to the election. The mailing may be by postcard and marked “return service requested.” It may include:

- the name of the jurisdiction,
- the date of the election,
- the date that ballots will be mailed to qualified electors, and
- the date when registration will be cut off.

It may advise electors that:

- the election will be a “vote by mail” election,
- no polling places will be used, and
- election materials cannot be forwarded.

[A.R.S. § 16-227]

Not more than **33 days** and not fewer than **15 days** before the election the county recorder or other officer in charge of elections for the special district shall send by first-class mail all official ballots with printed instructions and a return envelope bearing a printed ballot affidavit as described in A.R.S. § 16-547 to each qualified elector entitled to vote in the election.

The returned voted ballots are processed the same as early ballots as prescribed in A.R.S. § 16-552 for regular elections and the release of election results will be as prescribed in A.R.S. § 16-551(C).

EARLY VOTING

Not later than **33 days before** an election, the board of supervisors shall:

- prepare the official early ballots and candidate listings, and
- deliver a sufficient number to the recorder or other officer in charge of elections.

[A.R.S. § 16-545(B)]

The form of the ballot affidavit is in A.R.S. § 16-547. In order to be counted, the voted ballot and affidavit must be returned to the county recorder's office before 7:00 p.m. election day or may be dropped off at any polling place within the voter's county of residence before 7:00 p.m. on election day.

Under no circumstances shall partial or complete results of the early ballot tabulation be released until either all precincts have reported or one hour after the polls have closed, whichever occurs first.

[A.R.S. § 16-551(C)]

All early ballots must be identical to those used in the precinct, except that they must bear the word "early".

[A.R.S. §§ 16-545 & 16-546]

Voter Requests for Early Ballots

Any election called pursuant to the laws of the state of Arizona shall provide for early voting. Any qualified elector may vote by early ballot.

[A.R.S. § 16-541]

A voter may make a request for an early ballot to be mailed to him/her as early as **93 days before the election through 5:00 p.m. on the second Friday before** the election. Voters may obtain an early ballot from the county recorder or other officer in charge of elections through an oral or written request.

Requests for early ballots may be made:

- in person
- in writing
- by mail
- by telephone
- by facsimile
- by e-mail
- by Internet

To make a complete and correct request for an early ballot, the elector must provide:

- date of birth and
- state or county of birth.

[A.R.S. § 16-542(A)]

The county recorder shall attempt to notify the voter by mail, telephone or e-mail if the request is not complete and correct.

The county recorder may use the information from an early ballot request form to update voter registration records unless the voter specifies that the address to which the early ballot should be sent is temporary.

If a request for an early ballot is made by a voter within **30 days** next preceding the Saturday before the election, the early ballot must be mailed within **48 hours** after receipt of the request.

If a request is made by an absent uniformed services or overseas voter more than **90 days** next preceding the Saturday before the election, the early ballot must be mailed within **24 hours** after early ballots are delivered to the county recorder or other officer in charge of the election.

[A.R.S. §16-542]

An absent uniformed services or overseas voter may request a federal postcard ballot application by telephone, Internet or facsimile.

[A.R.S. § 16-543(A)]

An absent uniformed services or overseas voter may request early ballot materials for the next two regularly scheduled general elections for federal office.

[A.R.S. § 16-542(B)]

Open Primary – Requests for Primary Election Early Ballots

A voter who is registered as independent, no party preference or as a member of a non-recognized political party, who wishes to vote an early ballot, shall designate only one ballot of one of the recognized political parties at the time the voter requests the early ballot. The voter may receive and vote only the ballot of the designated political party. If the voter is eligible for a non-partisan issue, the voter may choose the non-partisan ballot.

[A.R.S. § 16-542(A)]

Oral Requests

If the request is oral, the requesting elector shall provide:

- the date of birth, and
- state or country of birth or other information that, if compared to the voter registration information on file, confirms the identity of the elector.

Primary elections / open primary: For voters registered as independent, no party preference or as a member of a non-recognized political party, who wish to vote in a primary election, the voter shall designate one ballot of one of the recognized political parties or the non-partisan ballot, if applicable.

[Ariz. Const. Art. VII, §10; A.R.S. § 16-542(A)]

Written Requests

For written requests, the elector may use:

- a form furnished by the county recorder, or
- any printed or handwritten request that includes the elector's:
 - name
 - signature
 - address at which the elector is registered
 - the address where the elector is temporarily residing, if applicable
 - date of birth
 - election for which ballot is requested

Primary elections / open primary: For voters registered as independent, no party preference or as a member of a non-recognized political party, who wish to vote in a primary election, must designate the ballot of one of the recognized political parties. If the voter is eligible to vote for a non-partisan issue, and does not wish to choose a ballot of a political party, the voter may choose a non-partisan ballot.

If a voter's request to receive an early ballot is not complete and correct but complies with all other requirements found in A.R.S. § 16-542, the county recorder or other officer in charge of elections shall attempt, by mail, telephone, facsimile or e-mail, to notify the elector of the deficiency of the request.

The recorder may use the information from an early ballot request form to update voter registration records unless the elector specifies the address is temporary.

[Ariz. Const. Art. VII, § 10; A.R.S. § 16-542(A)(D)(E)]

Mailing the Affidavit and Early Ballot

The recorder or other officer in charge of elections shall mail the affidavit and ballot to the requesting elector:

- postage prepaid
- **within five days after** receipt of the official early ballots from the officer who prepared the ballots
- **within 48 hours after** receipt of the request, if the request is made by the elector **within 30 days immediately preceding the second Saturday before** the election (33 days before the election)
- if a request is made by an absent uniformed voter or overseas voter more than **90 days** next preceding the Saturday before the election, the early ballot must be mailed within **24 hours** after early ballots are delivered to the county recorder or other officer in charge of the election.

[A.R.S. § 16-542]

On-Site Early Voting

The county recorder may establish early voting locations:

- in the recorder's office, and
- at other sites throughout the county.

At these locations, voters may cast early ballots beginning as soon as the ballots are available, **approximately 33 days** before primary and general elections and **15 days before** the presidential preference election. Tabulating machines or Accessible Voting System equipment used for early voting must successfully complete a logic and accuracy test prior to their use.

[A.R.S. § 16-542(A)]

Voters shall sign an affidavit if they use an Accessible Voting System for early voting. These affidavits shall be kept by election officials with the corresponding early ballot envelopes and retained in the same manner as signature rosters.

Emergency Early Voting

"Emergency" means any unforeseen circumstances that would prevent the elector from voting at the polls.

lectors who encounter an emergency occurring **between**

- **5:00 p.m. on the second Friday before the election *and***
- **5:00 p.m. on the Monday before the election**

may request to vote in the manner prescribed by the county recorder of their respective county.

[A.R.S. § 16-542(F)]

Voter Assistance

A person who is a candidate for an office in that election other than the office of precinct committeeman is not eligible to serve on the special election board for that election.

[A.R.S. § 16-549(A)]

Instructions to Early Voters

The county recorder or other officer in charge of elections shall supply printed instructions both in English and Spanish to early voters that direct them to sign the affidavit, mark the ballot and return both in the enclosed self-addressed envelope.

A written notice in English and Spanish shall accompany each early ballot distributed by mail or at an early voting site informing the voters that:

If they vote for more candidates than permitted (an "overvote"), no votes for that office will be counted. If the voter wishes to spoil the early ballot, they may do so by contacting their county election official.

The ballot and affidavit must be delivered to the office of the county recorder or other officer in charge of elections or may be deposited at any polling place in the county no later than 7:00 p.m. on election day.

[A.R.S. §16-547(C) and 42 U.S.C. §15482]

Preparation, Transmission and Processing of Early Ballot

Early Voter's Responsibilities

After voting the early ballot, the voter must:

- complete and sign the affidavit,
- place the voted ballot in the envelope provided for that purpose,
- securely seal it,
- deliver or mail the envelope to the appropriate county recorder or officer in charge of elections, *or*
- deposit it at **any** polling place within the county of residence **no later than 7:00 p.m. on election day**, in order to be counted as valid.

After they have securely sealed the voted ballot inside the early ballot return envelope, voters may voluntarily give their voted early ballot to a person of their choice for delivery to the recorder or a polling place. The designated person shall not tamper with the envelope or the ballot and shall not deliberately fail to deliver the ballot to the recorder or a polling place within the voter's county of residence.

[A.R.S. § 16-548]

County Recorder's or Officer in Charge of Elections' Responsibilities

The county recorder or officer in charge of elections shall:

- compare the signatures on the affidavit on every early ballot affidavit envelope with every elector's signature on the registration form
- If **satisfied** that the signatures were made by the same person, the county recorder or officer in charge of elections shall:
 - place a distinguishing mark on the unopened affidavit envelope to indicate that the signature is sufficient,
 - hold the early ballot in the unopened affidavit envelope,
 - deliver them to the early ballot board.
- If **not satisfied** that the signatures were made by the same person, the county recorder or officer in charge of elections shall:
 - place a distinguishing mark on the unopened affidavit envelope to indicate that the signatures are insufficient,
 - separate these envelopes from the "sufficient" ballot envelopes, and hold them separately from the "sufficient" ballots,
 - hold these ballot envelopes until delivered to the early ballot board.

If it is determined that the voter was sent an incorrect ballot and there is sufficient time to mail a new ballot and receive the correct voted ballot back from the voter, the recorder shall issue a corrected ballot.

[A.R.S. § 16-550]

Authority To Vote In Presidential Election After Moving From State

A person may vote for presidential electors — but not for any other officer or ballot question — if the person:

- is properly registered as an elector in any precinct in this state;
- has begun residence in another state after the **30th day immediately before** an election in which presidential electors are chosen.

The vote may be cast by early ballot in the precinct from which the person has moved, either in person at the office of the county recorder or by mail.

[A.R.S. § 16-126]

Special Election Board Voting

A qualified elector who is confined because of:

- a continuing illness, or
- disability

may vote using:

- the mail procedure for voting early, or
- a special election board sent to the elector's residence within the county or other political subdivision.

Requests for special election board voting must be made, in writing, signed by the voter, or orally, **by 5:00 p.m. on the second Friday before** the election.

[A.R.S. § 16-549(C)]

Qualified electors who become ill or disabled **after the second Friday before the election** may nevertheless request personal ballot delivery pursuant to this section. The county recorder or other officer in charge of elections shall — “when possible” — honor these requests **up to and including the Monday before the election**.

[A.R.S. § 16-542(F)]

Electors who are hospitalized after 5:00 p.m. on the **second Friday before the election** and **before 5:00 p.m. on election day** may request the county recorder or other officer in charge of elections to provide a special election board to take a ballot to the voter's place of confinement. This ballot shall be processed as a provisional ballot.

The recorder or other officer in charge of elections shall honor these requests if he or she is able to do so.

[A.R.S. § 16-549(D)]

ABSENT UNIFORMED SERVICES AND OVERSEAS VOTERS

Early Ballot Requests

An absent uniformed services voter or overseas voter [as defined in the uniformed and overseas citizens absentee voting act of 1986, P.L. 99-410; 42 United States Code section 1973] may request an early ballot with an official postcard that contains both:

- an early voter registration application, and
- an early ballot application.

The secretary of state will provide a centralized system for the absent uniformed services and overseas voter to request an early ballot, voter registration or other voting information. The secretary of state's website will provide a link from the military and overseas information site directly to the voter's county of residence as well as a link to the On-line Federal Post Card Application. Any requests received by the secretary of state will be forwarded to the counties electronically or via facimile.

If the applicant is registered, the county recorder or officer in charge of elections shall send the applicant a regular or official early ballot.

If the applicant is not registered but the federal postcard application is complete, the county recorder or officer in charge of elections shall send the applicant an official early ballot.

If the applicant is not registered and the federal postcard application is not used or is incomplete, the county recorder or officer in charge of elections will send the applicant a registration form and an official early ballot.

If the secretary of state receives a federal postcard application (FPCA) it shall be forwarded to the appropriate county recorder within **24 hours** after receipt. The county recorder shall transmit by facsimile the appropriate ballot materials, including the early ballot affidavit, ballot, sample ballot and information on any ballot measures to the absent uniformed services or overseas voter if a facsimile number is provided. [A.R.S. § 16-543(A)] If materials are not formatted for easy transmittal by facsimile, the county

recorder or other officer in charge of elections shall provide the elector with the appropriate Internet site address where information on ballot measures are located.

The county recorder or other officer in charge of elections shall transmit by fax early ballot request forms, unvoted ballots and ballot information to eligible absent uniformed services voters and overseas voters.

[A.R.S. § 16-543(A)(B)]

The county recorder or other officer in charge of elections shall provide for receipt of completed early ballot requests and voted early ballots by facsimile.

[A.R.S. § 16-543(B)]

An absent uniformed services or overseas voter may request early ballot materials for the next two regularly scheduled general elections for federal office. These materials shall be provided by the county recorder or other officer in charge of elections upon receipt of the request.

[A.R.S. § 16-542(B)]

Voted ballots that are received by facsimile shall be immediately sealed in an early ballot envelope with the early ballot affidavit securely attached to the outside of the envelope. Blank ballots that are transmitted by facsimile to the voter and then the voted ballot is returned by facsimile shall be duplicated in the method prescribed under duplication board instructions of this manual.

Federal Write-In Early Ballots

An overseas voter [as defined in the uniformed and overseas citizens absentee voting act of 1986, P.L. 99-410; 42 United States Code section 1973] may use a federal write-in early ballot in a general election for the offices of presidential elector, United States senator and representative in Congress, if the voter:

- applies for a regular early ballot at least **30 days before the general election**, and
- does not receive the early ballot in time to vote.

An overseas voter who completes a federal write-in early ballot may designate his/her vote by:

- writing in the name of the candidate, or
- writing in the name of a political party, in which case the ballot shall be counted for the candidate of that political party.

Voters may vote for presidential electors for the offices of president and vice president by writing in, on the federal write-in ballot:

- the name of a candidate, or
- the name of a political party.

If the intent of the voter can be discerned, the vote shall be counted.

[A.R.S. § 16-543.02]

Federal write-in ballots are available at United States embassies, consulates or from voting assistance officers at military bases.

[A.R.S. § 16-542(B)]

Federal Write-In Ballot Not Counted

A federal write-in early ballot of an overseas voter shall not be counted if:

- the ballot is submitted from any location within the United States,
- the application of the overseas voter for a regular early ballot is received by the county recorder or other officer in charge of elections **less than 30 days before** the general election, **or**
- a *regular official* early ballot from the overseas voter is received **by 7:00 p.m.** on election day.

Special Write-In Early Ballots

Military personnel and dependents who cannot vote a regular or official early ballot because normal mail delivery is impossible may request a special write-in early ballot for presidential electors, United States senator and representative in Congress. The voter may make the request on a federal postcard application [A.R.S. § 16-543.01] which will remain valid through the next two regularly scheduled general elections for federal office.

Special write-in early ballots and lists of candidates are provided to each county recorder by the secretary of state. The county recorder will mail the special write-in ballots and list of candidates to each applicant:

- 36 days before the presidential preference election
- 60 days before the primary election
- 50 days before the general election

If an overseas citizen does not list a party affiliation or if they register as independent or with a party that does not have primary election ballot status, the overseas citizen may designate the ballot of a party that does have representation on the ballot and vote that ballot. The overseas voter must identify the party ballot they wish to request for the primary. If the voter is eligible for a non-partisan issue, the voter may choose the non-partisan ballot.

The special write-in early ballot is mailed to military personnel and dependents who have indicated on their federal postcard application that normal mail delivery is impossible. When the regular official early ballots are available, the county recorder shall also mail a regular early ballot to the person. If both the special write-in ballot and the regular early ballot are received in time to be counted, only the regular ballot is counted.

Not later than ninety days after the date of each regularly scheduled general election in which a candidate for federal office appears on the ballot, the secretary of state shall submit a report to the Election Assistance Commission established pursuant to the Help America Vote Act of 2002 (P.L. 107-252) that includes information on the number of ballots transmitted to absent uniformed services voters and overseas voters and the number of ballots returned and cast in the election. The secretary of state shall prepare the report in cooperation and in conjunction with the county recorders and county officers in charge of elections. The report shall be made available to the public. [A.R.S. § 16-142(B)]

Challenges To Early Voting Ballots

Written challenges to voted early ballots shall be given immediately to an early voting election board or other officer in charge of elections.

If the written challenge contains at least one of the grounds listed in A.R.S. § 16-591, the board or officer shall mail by first class mail to the voter at the mailing address shown on the request for the early ballot **within 24 hours**:

- notice of the challenge,
- a copy of the written challenge, and
- the time and place at which the voter may appear to defend the challenge.

If no address is provided, the information may be sent to the mailing address on the registration rolls.

Notice shall be mailed to:

- the challenger at the address written on the challenge, and
- the county chairman of each political party represented on the ballot.

The board shall meet to hear the challenge at the time specified, but:

- not earlier than **96 hours after** the notice is mailed, **or**
- not earlier than **48 hours**, if the notifying party chooses to deliver the notice by overnight or hand delivery, **and**
- **not later than 5:00 p.m.** on the Monday following the election.

Notices are not required to be provided if the written challenge fails to state at least one of the grounds listed in A.R.S. § 16-591.

[A.R.S. §§ 16-552 & 16-594]

USE OF COUNTY REGISTRATION ROLLS BY POLITICAL SUBDIVISIONS

Any political subdivision of this state including a city or town may use the county registration rolls to conduct an election. At least **60 days before an election**, the governing body of the political subdivision shall negotiate a contract with the county recorder to reimburse the county recorder for the *actual* expenses in preparing the necessary lists for use in the election. The county recorder shall not charge more than the *actual additional cost* that such preparation entails.

[A.R.S. § 16-172]

ELECTION EVENT SCHEDULE

Scheduling of election events and ordering of materials is essential to a successful election. Therefore, this manual includes the number of days prior to and after each election when major events occur and when required materials must be on hand. An events schedule is located at the end of this manual.

Unless otherwise specified, the schedule shows the last day (deadline in number of days prior to an election) for an event to take place, or the last day when required items should be in your election supplies. Statutory citations are included for dates that are specified in law.

Each county's board of supervisors is charged with the overall responsibility of the county election process, except for those functions designated by law to other elected officials. The board of supervisors may appoint an officer in charge of all functions the board does not direct personally. The officer in charge of elections shall be vested with the delegated authority of the board and is responsible directly to the board for actions taken on its behalf.

REQUIRED NUMBER AND TYPE OF VOTING SYSTEMS, INCLUDING DEVICES, FOR PRIMARY AND GENERAL ELECTIONS

2004 Regular Primary and General Elections

Voting systems used for the 2004 primary and general elections with federal offices on the ballot shall:

- use an electronic voting system, which will include:
 - at least one optical scan unit for each polling place,
 - back-up optical scan units as needed for each polling place, and
 - a sufficient number of privacy booths for voting by the optical scan devices, early voting ballots and provisional ballots to accommodate all electors voting at the precinct or voting area,
- permit the voter to verify his/her vote in a private manner before the vote is cast,
- provide an opportunity for the voter to change his/her vote in a private manner, or correct any error before the vote is cast,
- provide an opportunity for the voter to change his/her vote in a private and independent manner through the issuance of a replacement ballot if he/she was unable to change the ballot or correct an error,
- include a process to:
 - notify the voter if he/she has selected more than one candidate for a single office,
 - notify the voter before the vote is cast and counted of the effect of casting multiple votes for the office, and
 - provide an opportunity for the voter to correct his/her ballot before the vote is cast and counted.

2006 Regular Primary and General Elections

Voting systems used for the 2006 primary and general elections with federal offices on the ballot shall:

- use an electronic voting system, which shall include:
 - at least one optical scan unit for each polling place,
 - at least one direct recording electronic system or other Accessible Voting System equipped for voters with disabilities for each polling place that is certified by the secretary of state for use by voters with disabilities,
 - back-up optical scan units and Accessible Voting System units as needed for each polling place, and
 - a sufficient number of privacy booths for voting on the optical scan ballots, early voting ballots and provisional ballots to accommodate all electors voting at the precinct or voting area,
- permit the voter to verify his/her ballot in a private and independent manner before the ballot is cast and counted,

- provide an opportunity for the voter to change his/her ballot in a private and independent manner, or correct any error before the ballot is cast and counted,
- provide an opportunity for the voter to correct his/her ballot in a private and independent manner through the issuance of a replacement ballot if he/she was unable to change the ballot or correct the error,
- include a process to:
 - notify the voter if he/she has selected more than one candidate for a single office,
 - notify the voter before the ballot is cast and counted of the effect of casting multiple votes for the office, and
 - provide an opportunity for the voter to correct his/her ballot before the ballot is cast and counted.

In any election, the election officer in charge of the election shall determine the number of voting devices used.

[A.R.S. § 16-447(D)]

Cities and towns are exempt from A.R.S. § 16-447(A).

[A.R.S. § 16-442(B)]

CERTIFICATION OF VOTING MACHINES

Beginning in January 2006 voting machines and devices used in federal, state or county elections may only be certified and used in Arizona if they have been tested and approved by a laboratory that is accredited by the federal election assistance commission, pursuant to P.L. 107-252.

ORDERING OFFICIAL BALLOTS

The quantity of regular and early ballots to be ordered for an election must total at least 101 percent of the active voter registration for the precinct or voting area after the registration cut-off date for the election.

[A.R.S. §§ 16-508 & 16-545(B)]

NUMBER OF BALLOTS FOR EACH POLLING PLACE

101% Ballot Requirement

The number of ballots, including early ballots, to be provided for each precinct shall exceed by at least 1% the number of active registered voters whose names appear on the precinct registers, as determined on the voter registration cut-off **29 days before** any election.

[A.R.S. §§ 16-508 AND 16-545(B)]

PROOF AND SAMPLE BALLOTS

PRIMARY ELECTION

Preparation of Sample Ballots

Proofs for Primary Elections

At least **45 days before** a primary election, the officer in charge of elections shall:

- prepare a proof of the sample ballot,
- submit a copy of the sample ballot or a sample ballot proof to the county party chairman of each party having a candidate on the ballot³, and
- mail a copy of the sample ballot or a sample ballot proof to each candidate or their agent for whom a nomination paper and petitions have been filed.

Sample Ballots for Primary Elections

Sample ballots:

- may be printed on a single page or bound together in a series of pages,
- the return address shall not contain the name of an appointed or elected public officer nor may the name of an appointed or elected public officer be used to indicate who produced the sample ballot,
- shall be imprinted with the great seal of the state of Arizona along with the words "Official Voting Materials" on the mailing face of each sample ballot, and
- shall be imprinted with the seal of the appropriate county, city or town for local elections.

³ **Within five days of receipt of the proof of the sample ballot**, the county chairman of each political party may suggest any changes that should be made in that party's ballot.

[A.R.S. §§ 16-466(F) and 16-563]

The board of supervisors shall:

- print mailer-type sample ballots for a primary election,
- mail one sample ballot of a political party to each household containing a registered voter of that political party, at least **11 days prior** to the election,
- mail the sample ballot for each recognized political party to each household containing a registered voter who is registered as independent, no party preference or as a member of a political party that is not entitled to representation on the ballot, at least **11 days prior** to the election,
- provide two sample ballots of each ballot style in the precinct supplies to each polling place, which shall be facsimile copies of the official ballot, and
- for each sample ballot actually mailed, present a certified claim for reimbursement to the secretary of state for the actual cost of:
 - printing,
 - labeling, and
 - postage.

Sample ballots for independents, no party preference or voters registered as members of political parties that are not entitled to be represented on the ballot:

- may be printed in an alternate format
- including a reduced size
- or may include all parties on one sample ballot.

[A.R.S. § 16-461]

GENERAL ELECTION

Proofs

The board of supervisors shall:

- before printing the sample ballots for the general election send to each candidate, whose name did not appear on the preceding primary election ballot, a sample ballot or a sample ballot proof for review and
- provide each polling place with two sample ballots of each ballot style which may be facsimile copies.

Inspection of Proofs

Prior to the general election, proofs of the sample ballots should be inspected **within five days of receipt of the proofs** by:

- candidates, or their agents
- county party chair

[A.R.S. § 16-510]

Sample Ballots

Sample Ballots:

- may be printed on a single page or bound together in a series of pages,
- the return address shall not contain the name of an appointed or elected public officer nor may the name of an appointed or elected public officer be used to indicate who produced the sample ballot,
- shall be imprinted with the great seal of the state of Arizona along with the words "Official Voting Materials" on the mailing face of each sample ballot, and
- shall be imprinted with the seal of the appropriate county, city or town for local elections.

Mailing Sample Ballots

The board of supervisors shall:

- print mailer-type sample ballots for a general election,
- mail one sample ballot to each household containing a registered voter, at least **11 days before** the election

For each sample ballot actually mailed, present a certified claim for reimbursement to the secretary of state for the actual cost of:

- printing,
- labeling, and
- postage.

[A.R.S. § 16-510]

PRESIDENTIAL PREFERENCE ELECTION

Ballots for each political party for the presidential preference election shall be printed:

- on different colored paper, if more than one party is participating,
- or white paper with a different colored stripe,
- only one party may be represented on each ballot,
- at the top of each ballot shall be printed "Official Ballot of the _____ Party, Presidential Preference Election (date), County of _____, State of Arizona",
- the order of the names of certified candidates on the ballot shall be determined by lots drawn at a public meeting called by the secretary of state,
- the candidates' names will appear in the same order on all ballots for each party without rotation,
- certified candidates shall be listed under the title "_____ Party Candidates for President of the United States",
- immediately below shall be printed "vote for not more than one",
- shall be coded for tabulation by congressional district, and
- shall not contain a ballot stub.

[A.R.S. § 16-245]

Arrangement of Candidates' Names on the Ballot

Ballot position in the presidential preference election is drawn by lot.

[A.R.S. § 16-245]

Sample Ballot

No elected or appointed public officer's name shall appear on the sample ballot.

No other election may appear on the presidential preference ballot.

[A.R.S. § 16-241(A)]

Proofs

The officer in charge of elections shall provide a sample ballot proof to the chair of each qualified candidate's state committee no later than **five days after** receipt of the certification of candidates from the secretary of state.

Mailing

The mailing face of each sample ballot shall be imprinted with:

- the great seal of the state of Arizona and
- the words “Official Voting Materials - Presidential Preference Election”.

[A.R.S. § 16-245(E)]

New Party

A political party that is eligible for recognition in the presidential preference election shall be represented on the subsequent primary and general election ballots in the year of the presidential preference election. [A.R.S. § 16-802]

Early Voting for Presidential Preference Election

Early voting begins 15 days before the presidential preference election.

[A.R.S. § 16-246(C)]

Designation of Polling Places for the Presidential Preference Election

The secretary of state is permitted to allow a county to modify the procedures used to administer a presidential preference election if those procedures are more efficient and designed to reduce the cost of the election. A county recorder or officer in charge of elections may submit a written plan to the secretary of state for administering their duties in the conduct of the presidential election pursuant to this provision.

The number of polling places for the presidential preference election shall be reasonable and adequate, and shall be determined according to the number of **active registered voters as of January 1** of the year of the presidential preference election. Using this number, the formula set out in A.R.S. § 16-248 shall be used to determine the maximum number of polling places allowed for a particular county.

The secretary of state has the authority to release a county from the limit on polling places, if compliance with state and federal regulations would be jeopardized.

Consolidation of polling places does not apply to land on Indian reservations.

In precincts containing fewer than 200 active registered voters, the officer in charge of elections may conduct the presidential preference election by mail.

[A.R.S. § 16-248]

No Open Primary

The “open primary” provisions do not apply to the presidential preference election. Ballots for expressing a preference for a presidential candidate shall be provided only to members of political parties participating in the presidential preference election.

[Ariz. Atty. Gen. Op. No. I99-025.]

Records Retention

Ballots and voting materials must be retained **24 months** for federal elections based on A.R.S. § 16-624.

OFFICIAL BALLOT SPECIFICATIONS

Primary Election

Ballots for a primary election:

- shall be printed on colored paper and/or card stock, or
- on white paper with a color indicator such as a stripe,
- shall identify each recognized political party with a different color,
- shall contain the party name, precinct number and/or precinct name,
- shall not contain a ballot stub,
- ballots for a non-partisan election held in conjunction with the primary election shall be printed on white paper and may include a color indicator such as a stripe,
- Spanish language, Braille and large-print ballots may be printed separately to accommodate voter requests.

[A.R.S. §§ 16-405, 16-462, 16-468(7)]

General Election

General election ballots shall be printed:

- on white stock,
- on white stock with a color indicator, such as a stripe, for special districts and jurisdictional splits within precincts,
- in black ink,
- with the precinct number, precinct code and/or name, if applicable,
- shall not contain a ballot stub,

- Spanish language, Braille and large-print ballots may be printed separately to accommodate voter requests.

[A.R.S. §§ 16-405, 16-466, & 16-502]

BALLOTS PRINTED AND READY FOR INSPECTION IN PRIMARY AND GENERAL ELECTIONS

Ballots shall:

- contain the names of all persons whose certificates of nomination have been filed and not otherwise removed pursuant to law, and
- shall be printed and ready for inspection by the candidates or their agents at least **10 days before** a general election.

Early Ballots shall be ready for voting **33 days before** the primary and general elections.

[A.R.S. §§ 16-503 & 16-545]

BALLOT PREPARATION

The board of supervisors is charged with the preparation of ballots.

Order of Offices on the Ballot

The offices to be elected shall be printed in the following order:

- presidential electors
- United States senator
- representatives in Congress
- state offices [A.R.S. § 16-502(D)]
- county and precinct offices

Arrangement of Candidates' Names on the Ballot

If there are fewer than or the same number of candidates seeking office as the number to be elected:

- rotation is not required
- names shall be placed in alphabetical order, last name first

[A.R.S. § 16-464(A)]

Ballots For And Conduct Of Precinct Committeemen Elections

When there are more candidates for precinct committeemen than positions available OR there is a write-in candidate:

- the ballot position shall be drawn by lot;
- and printed on a separate ballot for that political party.

Only persons who are registered members of that political party in a precinct may vote the precinct committeemen ballot for that party. The election board or official shall provide the partisan precinct committeemen ballot to voters who are registered with that party in addition to the official ballot prepared for that party in the primary election.

[A.R.S. § 16-464(B); 16-822(C) and *Arizona Libertarian Party, Inc. v. Bayless*, 351 F.3d 1277 (9th Cir. 2003)]

Rotation

When there are two or more candidates for a nomination, except in the case of precinct committeemen, the names of all candidates for the nomination shall be so alternated upon the ballots used in each election precinct that the name of each candidate shall appear substantially an equal number of times at the top, at the bottom and in each intermediate place of the list or group of candidates in which they belong. When there are fewer than or the same number of candidates seeking office as the number to be elected, rotation of names is not required and the names shall be placed in alphabetical order.

If rotation of candidates' names is required, the following steps must be performed:

- prepare a list of all candidates to be placed on the ballot (by districts if applicable),
- prepare a master name rotation list that will rotate the names to be placed on the ballot (by districts if applicable),
- rotation of names must comply with A.R.S. §§ 16-462 through 16-468, 16-502 and 16-506(C),
- check the master name rotation list for compliance,
- if an error is found, make the appropriate correction,
- check the resubmitted list and repeat the third step above, if necessary.

Ballots and sample ballots shall be prepared in accordance with the master name rotation list.

As nearly as practicable in Primary and nonpartisan elections, the names of the candidates for each office shall appear on the ballot so that each candidate occupies each position on the ballot the same number of times. [A.R.S. § 16-468(4)]

Political Party Affiliation Arrangement

The lists of the candidates of the several parties shall be arranged with the names of the parties in descending order according to the votes cast for governor for that county in the most recent general election for the office of governor.

[A.R.S. § 16-502(E)]

Special Provisions for Cancelling Elections

If the number of persons who file nominating petitions for an election to fill precinct committeeman or title 48 officers is less than or equal to the number of positions, the county board of supervisors may cancel the election for those positions and appoint the person who filed the nominating petition to fill the position. If no person has filed a nominating petition, the position is deemed vacant and shall be filled as otherwise provided by law.

[A.R.S. §§ 16-822(B), 48-802(D)(4), 48-1012, 48-1208, 48-1404, 48-1908, 48-2010, 48-2107, 48-2208]

If only one person files a nominating petition for an election to fill a school district office, the board of supervisors may, up to **seventy-five days** before the election, cancel the election for the position and appoint the person who filed the nominating petition to fill the position. If no person has filed a nominating petition, the board of supervisors may up to seventy-five days before the election, cancel the election for that office and the position is deemed vacant and shall be filled as provided in A.R.S. §15-302.

[A.R.S. § 15-424(D)]

POLITICAL OBSERVERS/CHALLENGERS

The county chairman of each party that has a candidate on the ballot shall by written appointment addressed to the election board, designate a political observer and alternates who may act as challengers for the party for each polling place in a partisan election in a precinct. Individuals with a written appointment shall be the only persons recognized as political observers.

[A.R.S. § 16-590]

There is no provision in law for observers in non-partisan elections.

On election day, political observers should be present at each point where ballots are handled or transferred from one election official to another. This may include:

- closing the polls,
- transporting ballots to the receiving site, at any time,
- transporting voting results on electronic media to a regional receiving site,
- receiving the ballots at the central counting place,
- inspecting the ballots,
- reviewing any ballots by the write-in board,
- duplicating any ballots by the duplication board,
- receiving ballots or voting results or electronic media by the data processing board,
- processing by the computer at a regional or central receiving and county facility,
- transporting ballots after processing from the central counting place to the county offices,
- transporting early ballots to the central counting place, and
- tabulation of early ballots.

During transport, the ballots will always be in a container with the precinct name or number written on the outside of the container. Observers shall not be permitted to touch any of the ballots or containers at any time.

[A.R.S. § 16-590]

POLLING PLACES AND PRECINCT PERSONNEL

Designation of Polling Places for Primary and General Elections

At least **80 days before** a general or primary election, each board of supervisors shall:

- make a list available to the public of the polling places that are known at that time, *and*
- identify, on the list, the polling place changes which were submitted to the U.S. justice department for approval.

For designation of polling places, the following shall apply:

- adjacent precincts may be combined pursuant to A.R.S. § 16-411(B),
- the officer in charge of elections may split precincts for administrative purposes,
- precincts combined or split shall be listed in a separate section of the order or resolution setting the polling places for the election.

[A.R.S. § 16-411]

The board of supervisors shall designate one polling place within each election precinct:

- not less than **20 days before** the primary or general election, or
- at least **10 days before** a special election.

If no suitable polling place is available within a precinct, upon specific finding in the order or resolution of the board of supervisors a polling place for the precinct may be designated within an adjacent precinct.

[A.R.S. § 16-411(B)]

If the board of supervisors fails to designate the place for holding the election, or if it cannot be held at the place designated, the justice of the peace of the precinct shall do so and post notice **two days before** the primary or general election. If the justice of the peace fails to do so, or there is no justice of the peace, then the election board shall designate and give notice of the place for holding the election.

[A.R.S. § 16-411]

Appointment of Election Personnel

All election personnel shall be qualified electors and registered to vote in the state of Arizona.

No candidate, or the spouse, child or parent of a candidate for any office on the ballot, except precinct committeemen, may serve on an election board.

The board of supervisors shall appoint for each election precinct:

- one inspector
- two judges
- at least two clerks, and
- an election marshal, who shall have the power of a constable.

[A.R.S. §§ 16-531 & 16-535]

The appointment of inspectors, marshals and judges shall be:

- made **not less than 20 days before** a primary or general election,
- divided equally between the two political parties casting the highest number of votes in the state at the last general election,
- appointed from lists provided **90 days before** the election by those parties' chairmen,
- the inspector and marshal shall not be of the same party,

- if there are not enough individuals available in the election precinct to serve as clerks, any registered voter in the election precinct, or in another election precinct, may be appointed as clerk,
- any person appointed as an inspector shall, whenever possible, have had previous experience as an inspector, marshal, judge or clerk of elections, and
- if there is no qualified person in a given precinct, the appointment of an inspector of election board members may be made from names provided by the county party chairmen.

If the election precinct consists of fewer than 200 qualified electors, the board of supervisors may appoint not fewer than:

- one inspector and
- two judges

The board of supervisors shall give notice of election precincts consisting of fewer than 200 qualified electors to the county chairman of the two largest political parties **not later than 30 days before** the election. The inspector and judges shall be appointed in the same manner as for large precincts.

[A.R.S. § 16-531]

Instruction of Election Board Workers

Except as indicated in A.R.S. § 16-532(D), within **45 days before** an election the board of supervisors or other officer in charge of elections shall conduct training for:

- inspectors,
- judges, and
- deputized counting place officers

to instruct them in their duties and related election law. The following shall be covered in election board worker training;

1. Delivery of Ballots/Supplies to Precinct
2. Election Board Officer Duties
3. Election Board Political Party Representation
4. Pre-Election Responsibilities
 - a. Pre-Election Meeting
 - b. Building Access
 - c. Time and Location of Meeting
 - d. Checking Supplies
 - e. Equipment and Furniture Arrangement
 - f. Voting Device Check
 - g. Official Ballot Count / Precinct Ballot Account

- h. Early Voters
5. Election Day
 - a. Opening Polls (Synchronize Watches To Precinct Tabulator)
 - b. Hours The Polls Are Open
 - c. Working Hours (Come Prepared To Stay)
 - d. 75-Foot Limitation (Electioneering)
 - e. Sharing Polling Places (Tribal Elections)
 - f. Voting Equipment
 - g. Troubleshooting
 - h. Voter Registration
 - i. Who May Vote (Open Primary, Etc.)
 - j. Standard Voting Procedures
 - k. Recorder's Certificates
 - l. Spoiled Ballot Procedures
 - m. Procedure For Voting Provisional Ballot
 - n. Procedure For Early Ballot Drop Off
 - o. Political Observers/Challengers
 - p. Challenges
 - q. Kids Voting/Youth In The Booth
 - r. Closing Polls (Transmitting Results, Delivery Of Ballots)
 - s. Certificate Of Performance (Signature Rosters)
 - t. Official/Unofficial Envelope Contents
6. Customer Service
 - a. Assisting The Voter
 - b. Assisting The Disabled Voter
 - c. Language Accessibility / Interpreters
7. Compensation of Election Workers

Premium Board Worker Training

The board of supervisors or officer in charge of elections may approve an alternate method of instruction and testing for election board members. The course of instruction should include:

- at least eight hours of training, and
- a written examination on election law and procedures.

Each election board member who completes this training and passes the test shall be certified as a "premium board worker." Premium board workers will be certified for a period of **30 months**. Changes in procedure or new laws affecting the election process will either be forwarded to the premium board worker or additional training may be required. A special rate for compensation of premium board workers may be approved by the board of supervisors.

The training sessions held for the election board workers shall be taught by personnel:

- deemed by the board of supervisors or officer in charge of elections to be qualified in the area of the election process they teach, and
- who have had practical experience in the area of the election process they teach.

Certificate of Qualification

Each worker, upon successful completion of the attended course of instruction, shall receive a certificate of qualification from the board of supervisors or officer in charge of elections stating the worker's name, and the course of instruction completed. No inspector or judge, except those appointed under the provisions of A.R.S. §§ 16-533 and 16-534, shall serve at any election unless the inspector or judge has received the required instruction and a certificate of qualification.

[A.R.S. § 16-532(A)]

Compensation of Election Workers

The election board consists of two judges and one inspector. [A.R.S. § 16-531(A)] The compensation of election board officers shall be fixed by the board of supervisors and shall be a county charge. In no case shall an election board member be paid less than \$30 per day.

[A.R.S. § 16-536]

PRECINCT ELECTION BOARD INSTRUCTIONS

Delivery of Ballots to Precinct

The required number of ballots shall be delivered by mail or other reliable means to each voting precinct or to the inspector **not less than 48 hours before** the opening of the polls.

The ballots shall be stored in sealed packages, clearly marked with:

- the name of the intended precinct, and
- the number of ballots enclosed.

Upon receiving the ballots, the inspector shall:

- sign the receipt or precinct ballot report, and
- ensure the ballots are stored in a cool, dry place (not in the refrigerator) to prevent warping.

[A.R.S. § 16-509]

Election Board Officer Duties

Inspector

The inspector is chair of the election board and shall:

- be consulted about any procedural questions,
- fill any vacancy which exists at the opening of the polls at 6:00 a.m., or at any other time when a vacancy occurs. In filling vacancies, the inspector shall follow these criteria:
 - appoint any qualified elector belonging to the same political party (if possible) as the one being replaced,
 - the judges shall be divided equally between the two political parties casting the highest number of votes in the state at the last general election,
 - in each precinct where the inspector is a member of one of the two largest political parties, the marshal in that precinct shall be a member of the other of the two largest political parties,
- assign tasks to any extra clerks that may be authorized.

[A.R.S. §§ 16-531 & 16-534]

The inspector may instruct the voter in the proper manner for inserting a ballot into the optical scan unit.

Judges

The judges are in charge of the voting process. If an elector requests official assistance in voting, two election officials of opposing political parties must be present to assist the voter.

[A.R.S. § 16-513]

The judges shall:

- administer the signature roster or, if needed, this task may also be assigned to another election official,
- issue ballots and secrecy sleeves,
- upon request of the voter, instruct the voter on the method for marking a ballot, or

- upon request of the voter, instruct the voter on how to select his/her vote on the Accessible Voting System unit.

[A.R.S. § 16-578]

Clerks

At least one clerk shall enter the following onto the poll list:

- the names of all electors who vote,
- the order number (consecutive number), and
- the elector's register number.

Note: It is very important for the clerks to study the information on the inside of the back cover of the poll lists so that the lists will be properly completed.

[A.R.S. § 16-571]

Marshal

The marshal shall:

- post three notices for the 75-foot limit,
- mark the 75-foot limit in three directions from the entrance to the polling place,
- post the sample ballots in the polling place in places easily accessible to the voters,
- announce the opening of the polls at 6:00 a.m.,
- perform duties assigned by the inspector,
- assume the necessary duties regarding the signature roster, unless this duty is assigned to a separate signature roster clerk, and
- announce the closing of the polls (See page 107).

PRE-ELECTION MEETING

Time and Location of Meeting

The inspector shall arrange for a meeting with all members appointed to serve on the precinct election board, to be held at the polling place, **before the opening of the polls**. If the inspector holds the meeting before election morning, the inspector should make arrangements with the custodian of the facility to open the polling place for the pre-election meeting and for election morning.

Checking Supplies

The inspector shall check all supplies to see that required items have been provided:

- check the name tag on the optical scan and Accessible Voting System traveling case to see that they match the precinct name or number,
- check precinct supplies against the “supplies checklist,” making sure that all of the supplies are available and that the supplies are for the *correct* precinct,
- compare the official ballots to the sample ballots provided to ensure that the proper ballots or voting devices have been provided, and
- if anything has been overlooked, the inspector should call the officer in charge of elections immediately

New Poll Worker Orientation

Many election boards will have new members who have never served before. For their benefit, and to remind those with experience, the inspector should discuss in detail the duties of each board position.

Equipment and Furniture Arrangement

Verify that you have access to the polling place on election day (obtain a key, if necessary). Set up the polling place according to instructions.

The voting units, booths, tables, and chairs should be arranged for election day.

The key pad, headphone set and instructions for disabled voters should be near the DRE.

Voting Device Check

- Locate the electrical outlet and plug in the optical scan and/or Accessible Voting System units. (This will create a zero report.)
- Compare the zero tape to the ballot to ensure that the candidates' names and ballot measures appear on both and that no votes are registered.
- Do not tear off the tape.
- Verify that the correct precinct number appears on the zero tape.

Official Ballot Count / Precinct Ballot Report

- Count the official ballots received in the presence of the election board workers.
- Record the count of official ballots received on the precinct ballot report.
- Contact the appropriate authority designated by the officer in charge of elections, if there is a discrepancy between the number of ballots expected and the number received.

Early Voters

A list of every person in the precinct who was issued an early ballot will be sent to the inspector prior to the opening of the polls on election day.

- Before the opening of the polls, write “early” or “E. V.” in the space provided on the signature roster, to indicate that this voter was issued an early ballot.

Any elector who:

- is listed as having been issued an early ballot, *but*
- states that he/she has not voted and will not vote an early ballot for this election, *or*
- surrenders the early ballot to the precinct inspector on election day

shall be allowed to vote a provisional ballot.

Final Reminder to Board Members

Remind the board members to be present no later than 5:30 a.m., election day.

ELECTION DAY

Before the Polls Open

- Members of the election board must be at the polling place **no later than 5:30 a.m.**, election day, because every precinct **opens at 6:00 a.m.**
- The oath of office shall be administered to the board by a qualified elector of the precinct or member of the board or its clerks. [A.R.S. § 16-534]
- After taking the oath, no election officer will be permitted to leave the polling place, except for reasons beyond the person’s control, until the ballots are sealed.

Precinct Zero Report

A zero report shall be generated from each voting unit (OCR AND DRE) area immediately before the opening of the polls. The zero report shall be verified by at least two board workers of different political parties. If there is an OCR unit and a Accessible Voting System unit in a precinct, there will be a zero report for each unit.

Setting Up the Polling Place

The members of the election board shall:

- check that equipment, furniture, voting devices and booths are properly arranged
- make sure all electrical cords for the lamps are plugged in and the cords are not in the walking area
- make sure the key pad and headset are set up near the Accessible Voting System unit
- post all signs provided (two sample ballots, two cards of instruction, two “Right to Vote a Provisional Ballot” and names of any write-in candidates if applicable) The wording for the signs will be as in the sample “Instructions To Voters And Elections Officers” sign in sample forms
- display the flag [A.R.S. §§ 16-512, 16-513.01, 16-514& 16-563(A)]
- arrange ballot container and alternate ballot box/container, booths and voting devices in full view of the election board
- place signature roster, poll lists and pens on a table
- place one precinct register outside the polling place for the convenience of the public (this is optional). If an extra clerk has been authorized for your precinct and the inspector decides that the election official needs assistance in looking up register numbers, this precinct register may be used by the poll list clerks to ensure proper spelling of the elector's name and register number [A.R.S. § 16-169(A)]
- examine the alternate ballot box/container carefully to make certain it is empty
- lock the alternate ballot box/container
- open the ballot container only after the polls are closed
- confirm placement of the early ballot drop-off container (if separate boxes/containers are used)
- set up the optical scan unit near an electrical outlet in plain view of the board and the voters
- ensure that the electrical cords do not present a hazard to the board workers or the voters
- plug in the optical scan unit and obtain a zero tape count, do not tear off
- plug in the Accessible Voting System unit and obtain a zero tape count, do not tear off
- close and lock ballot box doors
- make sure the doors of the optical scan unit remain locked until the close of the polls — the auxiliary door may be opened in the event of a power failure

- print a “zero report” tape, again, if the pre-election meeting was not held on election day (all candidates and propositions will be listed)
- verify the precinct number on the tape
- do not remove the printout tape from the optical scan unit — this tape must remain attached to the unit until the final results of the votes cast have been printed
- compare the zero tape to the ballot and the sample ballot to ensure that the same names are on both, and that no votes are registered
- make sure the digital readout on the front of the unit registers zero after the zero tape is complete
- look for a message indicating that the equipment is ready to accept ballots
- if error messages appear, refer to county election procedures provided or call the election hotline number

Complete Power Failure or Unit Failure/Ballot Emergency Bin

There is no “complete power failure” or “unit failure” if the battery backup remained operative.

Any ballots that have been deposited in the emergency bin during a complete power failure or unit failure must be fed through the optical scan unit when polls close and prior to generating the results tape at the end of the day. Use the following procedures:

- using the key provided, at least two election officials not from the same political party shall be present and open the ballot box emergency bin
- remove the unprocessed ballots, if any, that were placed in the emergency bin due to a complete power failure or tabulation unit failure (there is no power failure if the battery backup system remained operative)
- feed unprocessed ballots, one by one, into the optical scan unit making sure that digital readout increments by one each time
- if any ballot that is overvoted or blank is returned, the inspector will use the override procedure to allow the ballot to be scanned
- after all of the unprocessed ballots have been fed into the optical scan unit, proceed with the regular closing procedures for closing the polls
- after the polls have closed, any ballot the machine is unable to process or that has been marked but is returned as “unreadable” shall be set aside and sent to central tabulation for duplication

Opening the Polls at 6:00 a.m.

The polls open at 6:00 a.m. The marshal shall announce that the polls are open promptly at that time.

[A.R.S. § 16-565]

Who May Vote

Prospective voters may vote if their names appear on:

- the precinct register, *or*
- inactive voter list.

If a person's name is on the inactive voter list, the person shall be allowed to vote, after orally affirming that the voter resides at the address listed on the inactive voter list:

- the voter's signature shall be entered on the inactive voter signature roster page at the end of the signature roster

If the voter says that he or she has moved to a different residence outside the precinct but within the county, the voter shall be directed to the polling place ***for the new address***.

[A.R.S. §§ 16-122 & 16-583]

If the voter's name is not on the precinct register and the voter has no proper form of identification, voter receipt or recorder's certificate:

- refer the voter to the county recorder or officer in charge of elections
- election board members shall not leave their posts to ascertain where a person is registered — that is the duty of the elector
- board workers may assist the voters in determining the location of their polling places.

Early Ballot Drop Off

Voters who request early ballots may drop off their voted ballots at **any** polling place in the voter's county of residence no later than 7:00 p.m. on election day.

An early ballot container/alternate ballot box shall be identified and included in the precinct supplies for voters to deposit their voted early ballots.

Election officials will determine the most accessible location for the early ballot container. It should be placed so that voters who wish to drop off voted early ballots may do so without interference with voters waiting in line to vote.

Voters who drop off voted early ballots do not need to vote a provisional ballot.

Voters assigned to a precinct who appear at the polling place with an early ballot, along with the affidavit envelope, which is not voted may use a polling place privacy booth to mark the early ballot. If they do so:

- the voter does **not** sign in, and
- the voter places the voted early ballot in its affidavit envelope, then places it in the early ballot drop off container.

Voters assigned to the precinct, who appear at the polling place with an early ballot which is not yet voted, have the option of voting their early ballot at the polling place.

For jurisdictions using only a central tabulating system, the same container may be used for dropping off early ballots and the ballots voted at the polling place. A separate container does not have to be used.

[A.R.S. §§ 16-550, 16-579 & 16-584]

When Names Do Not Appear on the Register

Voters whose names do not appear on the precinct register or inactive voter list may vote as follows:

Provisional ballot: A voter who moves from the address at which he/she is registered to another address **within the same county** and who fails to notify the county recorder of the change of address before the date of an election shall be permitted to correct the voter registration records at the appropriate polling place for the voter's new address. The voter:

- shall affirm in writing on the provisional ballot affidavit:
- his/her new address, *and*
- that he/she is registered in that jurisdiction, *and*
- that he/she is eligible to vote in that jurisdiction, *and*
- be permitted to vote a "provisional ballot".

In areas of the state where residence street addresses **are assigned**, the voter shall present identification showing residence address in the voting precinct.

In areas of the state where residence street addresses **are not assigned**, the voter shall orally provide information of residence location within the voting precinct.

[A.R.S. § 16-135]

Recorder's Certificate: A voter who presents a certificate from the county recorder or proper form of identification showing that he/she is entitled by law to vote in that precinct may vote as follows:

- add the next consecutive sequence number to the end of the signature roster,
- have the voter sign the roster, and
- follow the remaining procedures for “regular” voters.

[A.R.S. § 16-584(A)]

Provisional ballot if voter’s name not on register: A person who appears to vote and whose name is not on the precinct register shall be allowed to vote a provisional ballot.

The voter:

- shall present identification that includes:
 - the voter’s given name and surname, *and*
 - the residence address that is verified to be in the precinct, *or*
 - sign an affirmation stating that he/she is a registered voter in that jurisdiction and is eligible to vote in that jurisdiction, *and*
- be permitted to vote a provisional ballot.

[A.R.S. §16-584(B)]

P.O. box as only address: if a voter’s only form of identification shows a post office box or directions to his/her residence as opposed to a residence location, determine whether he/she is eligible to vote in the precinct by asking the voter to:

- describe his/her residence location,
- show where the residence is located on the precinct map.

This voter shall vote a “provisional ballot.”

NOTE: Procedures for provisional ballots are explained in detail on page 115 of this manual.

Open Primary

Each “recognized” political party shall have a separate ballot at partisan primary elections.

[A.R.S. § 16-467(A)]

Partisan primary election ballots shall be provided to voters as follows:

- A voter who is registered as a member of a political party that is entitled to continued representation on the ballot pursuant to A.R.S. § 16-804 shall be given by the judge of election one ballot only of the party with which the voter is affiliated as it appears in the precinct register. [A.R.S. § 16-467(B)]
- For a voter who is registered as independent, no party preference or as a member of a political party that is not entitled to continued representation on the ballot pursuant to A.R.S. § 16-804, the voter shall designate the ballot of only one of the political parties that is entitled to continued representation on the ballot and the judge of election shall give the elector only that political party's ballot. If the voter is eligible for a non-partisan issue, the voter may choose the non-partisan ballot. [A.R.S. § 16-467(B)]
- One of the election officials shall write on the signature roster, in a space provided for this purpose, the name of the political party ballot that was provided to the voter registered as independent, no party preference or as a member of a political party that is not entitled to continued representation on the ballot.

VOTER REGISTRATION DATA PROCESSING

In each county in which an electronic data processing system or program is used for voter registration, the county recorder shall file with the secretary of state a detailed and complete explanation of the system or program and any subsequent revisions.

[A.R.S. § 16-173]

FILING OF COMPUTER ELECTION PROGRAMS WITH SECRETARY OF STATE

An election program is an electronic file or files that contain information about an election including those used by election management software certified by the secretary of state to lay out ballots and program tabulating equipment (also known as an election database).

Any state, county, school district, special district, city or town that utilizes electronic vote tabulating devices for any election, including primary elections, shall file a copy of the computer program for each election with the secretary of state. Filing of copies of the program shall be as follows:

- at least two weeks before the election
- any subsequent revision of the computer program must be filed within **48 hours after** the revision is made

- copies may be on diskette, CD-R, or DVD+-R or may be transmitted electronically via e-mail
- machine-readable form and condition

Any card, tape or disc used in the programming or operation of vote tabulating equipment upon which votes are counted and any card, tape or disc used in compiling vote totals shall be kept secure.

All materials submitted to the secretary of state shall be used by the secretary of state or attorney general to investigate and prosecute fraud or any unlawful act under the laws of titles 16 and 19 Arizona Revised Statutes, and shall not be disclosed or used for any other purpose. Election management software used for an election shall be retained for a period of no less than 6 months following the official election canvass for each election. The state and attorney general reserve the right to utilize said election management software as needed during any investigation. If election management software used for an election is upgraded or modified in any way within 6 months of an election, the previous version used for the election must be maintained in such a way that it may be reloaded and used during an investigation.

Each program submitted to the secretary of state shall be returned to the county, city or town within **6 months after** the close of the election for which it was submitted, except:

- when a court ordered recount is pending
- when a restraining order is in effect, or
- when any other legal action is pending

[A.R.S. § 16-445]

For federal elections, the secretary of state shall keep the materials for **24 months**.

[A.R.S. § 16-624]

Equipment Diagnostic Testing

Diagnostic testing of all equipment used for the election may commence as early as **90 days before** an election. The diagnostic test performed, the results of the testing and any corrective action taken shall be entered in the log and maintained with the unofficial results of the election for the retention period applicable for the election conducted. Equipment Testing

Equipment testing consists of those processes and procedures necessary to ensure hardware to be used in the election is working properly. An election-specific equipment test shall be performed on 100% of the memory devices and tabulation units to be used in the election. This test may begin within 30 days before the election. For Accessible Voting System units used for early voting, the equipment test may begin within 45 days before the election and shall be completed before early voting begins on the Accessible Voting System unit. The officer in charge of elections shall have the test deck prepared and tested. The test deck shall contain ballots from all of the methods used to produce the ballots that will be used in the election. Predetermined results of the equipment test must be available for inspection and approved by the accuracy certification board. As each memory device is successfully tested, it shall be identified, certified, loaded into the unit, and the unit shall be sealed with a numbered seal. A record of the seal number shall be kept for each unit.

An equipment test must be run immediately after any maintenance or repairs have been made to the equipment. Any failure of the equipment to perform as expected shall be corrected before using that equipment for election processing.

LOGIC AND ACCURACY TESTS

County Logic and Accuracy Tests

Within **seven days** before the election and within **seven days** before early voting for Accessible Voting System units used for early voting, the officer in charge of elections shall conduct the first official logic and accuracy test of the automatic ballot tabulation equipment and programs to ascertain that the equipment and programs will correctly count the votes cast for all offices and on all measures as required by A.R.S. § 16-449.

A post-election logic and accuracy test shall be performed after the official count has been completed but before the canvass. The software and data used to set up the election, tabulate the ballots and conduct the pre-election logic and accuracy test for each election shall be used to conduct the post-election logic and accuracy test. The equipment used to conduct the initial logic and accuracy test shall be used to demonstrate that the software and data used to perform the pre-election logic and accuracy test and tabulate the ballots is the same software and that no changes have occurred.

These tests will demonstrate that:

- each candidate and ballot measure receives the proper predetermined number of votes,
- the system reports the proper number of overvotes, as required by A.R.S. § 16-449, and
- the system accepts only the proper ballot styles and rejects improper ones.

Conduct of the Test

The test shall:

- be conducted by processing a preaudited group of logic and accuracy test ballots marked to record a predetermined number of valid votes for each candidate and on each measure,
- include for each office one or more ballots which have votes in excess of the number allowed by law in order to test the ability of the automatic tabulating equipment and programs to reject overvotes and
- include all of the methods for uploading the results into the accumulation program.

The accuracy certification board shall compare the results from the test to the predetermined results.

Observers And Public Notice

This test shall be observed by the accuracy certification board, consisting of two members who shall not be of the same political party, and shall be open to:

- representatives of the political parties designated pursuant to A.R.S. § 16-590
- candidates or candidates' representatives
- the media
- the public

The officer in charge of elections may specify a designated area for observers to be able to view the logic and accuracy test.

The chairs of recognized political parties that have candidates on the ballot within the county shall be notified of the schedule of events prior to logic and accuracy testing.

Public notice of the time and place of the first official logic and accuracy test shall be given at least 48 hours before the test by publication at least once in one or more daily or weekly newspapers published in the county, town, city or village using tabulating equipment. If no newspaper is published in the jurisdiction, notice shall be published in a newspaper of general circulation.

Ballot Inspection

As soon as ballots are available from the vendor, a ballot inspection team shall perform an inspection of the ballots to ensure that the ballots are correct and meet the requirements for the voting equipment utilized. The ballots that do not meet these

specifications shall be identified and the corrective action shall be entered on the logic and accuracy test log.

A blank ballot test and a fully voted ballot test shall be run on every ballot style to be used in the election. The results of each test shall be available to the accuracy certification board and shall be preserved with the unofficial results of the election.

Errors Discovered During Testing

If any error is detected:

- The cause shall be ascertained and corrected.
- An errorless count shall be made before the tabulating equipment and programs are approved.
- If the database is found to be the source of the error, a copy of a revised database shall be filed with the secretary of state **within 48 hours after** the revision.
- If the error was created by tabulating equipment malfunction, a report shall be filed with the secretary of state **within 48 hours after** the correction is made, stating the cause and the corrective action taken.

Substitution for Malfunctioning Equipment

External hardware that has been pre-tested and certified as required by A.R.S. §16-442 may be substituted for malfunctioning external equipment, such as optical scan units, Accessible Voting System units, microcomputers, and printers.

Any substituted equipment must be used in the post-election logic and accuracy test.

A logic and accuracy test must be performed on any equipment used to replace the central processing unit if it fails during the central count process prior to putting the replacement unit into use.

Retention of Test Ballots and Database

The logic and accuracy test ballots and database used shall be:

- sealed in a container immediately after the logic and accuracy test is run,
- retained until the logic and accuracy test is ready to be conducted after ballot tabulation for the election.

Disposition of Logic and Accuracy Programs and Test Ballots

Programs and test ballots used on the vote tabulating equipment shall be under the control of the officer in charge of elections. After completion of the post-election logic and accuracy test, the databases and test ballots shall be retained with the official returns for the retention period applicable for that election. [A.R.S. § 16-449]

Logic and Accuracy Tests Performed By The Secretary of State

The secretary of state shall conduct logic and accuracy tests for all elections that contain a federal, state, or legislative candidate or measure. These tests will be open to the public and by statute occur within seven days before the election, or in the case of Accessible Voting System machines used for early voting, within seven days before early voting. County election officers and workers will be required to operate tabulation machines, computers, and programs exactly as they would on election day in order to conduct the test.

The counties shall provide public notice of the time and place of the test at least 48 hours prior thereto by publication at least once in one or more daily or weekly newspapers published in the town, city or village using such equipment, if a newspaper is published therein, otherwise in a newspaper of general circulation therein. The secretary of state will pre-arrange dates and times for the testing with the counties.

Scope of Test

Precincts within a county will be selected for testing at random by the secretary of state. They will include, at a minimum, precincts within each congressional district if congressional races are included in the election, and each legislative district if legislative races are included in the election.

Materials And Equipment Supplied By County

For any election in which the secretary of state shall conduct a logic and accuracy test, the following materials and equipment shall be supplied by the counties:

Test ballots for precincts selected by the secretary of state will be shipped to the secretary of state no later than three weeks before the election.

One or more tabulation system memory cards containing all precincts to be tested will be shipped to the secretary of state immediately upon conclusion of programming by the county or by a vendor hired by the county. Memory cards will be delivered to the secretary of state no later than 3 weeks before the election.

Machines selected by the secretary of state for testing will be made available by the county at the time of the public test. Notice will be given to the counties regarding machine selection at least 7 days in advance of the test. Machines will be tested in a mode and fashion determined by the secretary of state. [A.R.S. §16-449]

Disposition of Materials And Equipment Supplied By County

Memory cards will be returned to each county within 2 months following the official canvass. Test ballots used by the secretary of state in the performance of the logic and accuracy test will be maintained by the secretary of state as applicable for the ballot retention schedule for that election. Excess test ballots not used for the logic and accuracy testing will be destroyed by the secretary of state.

TABULATION BACK-UP PLAN

The board of supervisors of each county shall formulate a back-up plan for vote tabulation. In the event the main computer facility fails to function, ballots will be transferred by the most expeditious means to an alternate computer facility. Advance plans shall be completed **no later than the second Monday before** the election. This procedure may include crossing county lines to obtain the use of an alternate computer facility. The board of supervisors or officer in charge of elections shall file a back-up plan with the secretary of state **no later than seven days before** the election.

SPOILED BALLOTS

If an elector spoils a ballot, the elector shall return the ballot and receive another ballot:

- the word "SPOILED" shall be written in on the ballot in ink by the voter or by the inspector and one of the judges
- the spoiled ballot shall be placed in the official returns envelope

Up to two additional ballots may be issued.

PROCEDURE FOR PROVISIONAL BALLOTS

There are five reasons a voter may vote a provisional ballot:

- voter's name does not appear on the signature roster or inactive list, and the voter has not moved,
- voter has moved within the precinct,
- voter has moved to a new precinct within the county,
- voter has been issued an early ballot,
- voter has changed name.

At the time he/she votes, all voters shall sign an affirmation stating that he/she is a registered voter in that jurisdiction and is eligible to vote in that jurisdiction.

At the time he/she votes, the voter shall be given a provisional voter receipt by one of the election officials with information on how to contact his/her county recorder to verify the status of his/her provisional ballot.

[A.R.S. § 16-584(E)]

Voter's Name Not on Signature Roster and the Voter Has Not Moved

If the voter's name is not on the regular (active) list of voters, the inactive list of voters or the add-on list:

- ask the voter to produce the "voter's registration receipt" copy from the voter's registration form or a voter I.D. card, *or*
- ask the voter to produce identification that includes:
 - name,
 - surname, *or*
- sign an affirmation stating that he/she is a registered voter in that jurisdiction and is eligible to vote in that jurisdiction, *and*
- verify the voter's address on the precinct map to make sure it is within the precinct.

If the voter does not have a "voter's registration receipt," the voter must: produce identification with his/her

- name
- surname, *or*
- sign an affirmation stating that he/she is a registered voter in that jurisdiction/precinct and is eligible to vote in that jurisdiction/precinct.

If the voter is in the correct polling place, attach the "voter's registration receipt" if available to the outside of the provisional ballot envelope.

Do not seal the "voter's registration receipt" inside the provisional ballot envelope.

Do not keep personal identification—return it to the voter

An election official or voter completes a provisional ballot form.

The voter and the election official sign the provisional ballot form.

The election official attaches the provisional ballot form to the envelope provided and gives the envelope to the voter.

The election official verifies that the voter's affirmation statement of eligibility to vote in that jurisdiction is attached to the outside of the envelope.

The voter returns to the signature roster line and gives the provisional ballot envelope to the signature roster clerk.

On the provisional ballots page at the back of the signature roster, the signature roster clerk enters the voter's name and other identifying data as shown on the signature roster.

Voters completing a provisional ballot are assigned register numbers beginning with V-1 and continuing V-2, etc.

The voter signs the signature block corresponding to the voter's name on the signature roster.

The poll list clerk fills out the poll list (press hard).

The election official gives the provisional ballot envelope and ballot to the voter and directs the voter to a designated voting booth.

After voting, the voter returns the ballot to the election official at the ballot box along with the provisional ballot envelope.

The voter places the voted ballot in the provisional ballot envelope and may seal the envelope.

The election official ensures the voted ballot is sealed in the provisional ballot envelope.

The election official makes sure that all of the information on the provisional ballot envelope has been filled out including signatures of board workers.

The voter or election official deposits the sealed provisional ballot envelope in the ballot box.

The Voter Has Moved Within the Precinct

The voter shall:

- present a form of identification that includes his/her:
 - given name,
 - surname, *and*
 - complete residence address, *or*
- sign an affirmation stating that he/she is a registered voter in that jurisdiction and is eligible to vote in that jurisdiction.

Do not keep personal identification—return it to the voter

For voters whose only form of identification shows a post office box or directions to their residence location:

- ask the voter to describe his/her residence location,
- ask the voter to show where the residence is located on the precinct map,
- have the voter sign an affirmation stating that he/she is a registered voter in that jurisdiction and is eligible to vote in that jurisdiction.

The election official or voter completes a provisional ballot form.

The voter and the election official sign the provisional ballot form.

The election official attaches the provisional ballot form to the envelope provided and gives the envelope to the voter.

The election official verifies that the voter's affirmation statement of eligibility to vote in that jurisdiction is attached to the outside of the envelope.

The voter returns to the signature roster line and gives the provisional ballot envelope to the signature roster clerk.

On the provisional ballot page at the back of the signature roster, the signature roster clerk enters the voter's name and other identifying data as shown on the signature roster.

The voter signs the signature block corresponding to his/her name on the signature roster.

The poll list clerk fills out the poll list (press hard).

The election official gives the provisional ballot envelope and ballot to the voter and directs the voter to a designated voting booth.

After voting, the voter returns the ballot to the election official at the ballot box along with the provisional ballot envelope.

The voter places the voted ballot in the provisional ballot envelope and may seal the envelope.

The election official ensures the voted ballot is sealed in the provisional ballot envelope.

The election official makes sure that all of the information on the provisional ballot envelope has been filled out including signatures of board workers.

The voter or the election official deposits the sealed provisional ballot envelope in the ballot box.

The Voter Appears at Old Polling Place But Has Moved to a New Precinct Within the County

If the voter's name is on the signature roster, but the voter has moved to a residence address located in another precinct:

- direct the voter to the election official,
- the election official, in cooperation with the voter, locates the voter's new residence address on a map showing all precincts within the county,
- after determining the name of the new precinct, the election official will look up the address for the new polling place on the polling place list found in the precinct supplies,
- the election official will direct the voter to go to the new polling place to vote a "provisional ballot"

The Voter Has Been Issued an Early Ballot

If the voter is in possession of the early ballot at the polling place:

- encourage the voter to vote the early ballot, and
- drop it off at the polling place rather than wait to vote a provisional ballot.

If the voter no longer has the early ballot in his or her possession, or wishes to vote a provisional ballot issued at the polling place, the voter may vote according to the following procedures:

The election official or voter completes a provisional ballot form.

The voter and the election official sign the provisional ballot form.

The election official attaches the provisional ballot form to the envelope provided and gives the envelope to the voter.

The election official verifies that the voter's affirmation statement of eligibility to vote in that jurisdiction is attached to the outside of the envelope.

The voter returns to the signature roster line and gives the provisional ballot envelope to the election official.

On the provisional ballots page at the back of the signature roster, the signature roster clerk enters the voter's name and other identifying data as shown on the signature roster.

The voter signs the signature block corresponding to his/her name on the signature roster.

The poll list clerk fills out the poll list (press hard).

The election official gives the provisional ballot envelope and ballot to the voter and directs the voter to a designated voting booth.

After voting, the voter returns the ballot to the election official at the ballot box along with the provisional ballot envelope.

The voter places the voted ballot in the provisional ballot envelope and may seal the envelope.

The election official ensures the voted ballot is sealed in the provisional ballot envelope.

The election official makes sure that all of the information on the provisional ballot envelope has been filled out including signatures of board workers.

The voter or the election official deposits the sealed provisional ballot envelope in the ballot box.

The Voter Has Changed His/Her Name

If the voter has changed his/her name and address, indicate the voter's new name and former name on the provisional ballot form. The provisional ballot form will be used by the recorder to change the voter's name and address on the registration rolls.

VERIFICATION OF PROVISIONAL BALLOTS

Time for Verification

Verify all provisional ballots for proper registration within 10 calendar days after a general election that includes an election for a federal office and within five business days for all other elections.

The provisional ballot shall be counted if:

- the voter's signature does not appear on any other signature roster for that election, *and*
- there is no record that the voter voted early for that election.

If a signature roster or early ballot information indicates that the person already voted in that election the provisional ballot for that person shall:

- remain unopened,
- not be counted, *and*
- be retained in the same manner as voted ballots.

The ballot shall remain unopened and shall:

- **not be counted** if the voter is not registered to vote, or
- the voter is in the wrong precinct/voting area, or
- the voter's signature does not match the signature on his/her voter registration form.

[A.R.S. § 16-584(E)]

As soon as possible after verification of the provisional ballots is complete a notice informing the voter whether his/her vote was counted or not counted and the reason for not counting the ballot shall be provided to the voter. This may be in the form of a notice mailed to the voter, or the voter may access the information pursuant to the instructions on the receipt that was issued to the voter at the time he/she voted the provisional ballot. The receipt will provide the voter with clear instructions on how to determine the status of his/her vote.

The county recorder or officer in charge of the election shall provide to the voters of provisional ballots a toll free number or other method of verifying the status of their vote. Reasonable restrictions will be employed to limit transmittal of the information only to the voter, such as verifying the date of birth and state or country of birth or other information that if compared to the voter registration information on file would confirm the identity of the voter. The county recorder or officer in charge of elections will request verification of identity with information from the voter's registration record or provisional ballot envelope. [A.R.S. § 16-584(F)]

[A.R.S. §§ 16-135(D), 16-584]

Challenges

Challenges of provisional ballots will be determined by the provisional ballot board using the procedure outlined for counting early ballots. If the voter is not found to be registered, the ballot shall:

- remain unopened and
- be retained in the same manner as voted ballots.

[A.R.S. § 16-584]

Party representatives and alternates may be appointed to be present and to challenge the disposition of provisional ballots.

ASSISTANCE TO VOTERS

A voter may be assisted in marking the ballot. Voters may be accompanied and assisted by a person of their choice, including a person under the age of 18, during any process related to voting or during the actual process of voting. If a voter requests official assistance, two election officials, not of the same party, shall:

- accompany the voter to the voting device or booth,
- state to the voter the names of the candidates for each office,
- state the issues,
- ask the voter what candidates and issues the voter desires to vote for,
- instruct the voter how to operate the voting device or equipment or mark the ballot, or
- instruct the voter how to use the key pad on the Accessible Voting System unit for voters with disabilities,
- explain to the voter what to expect on the recorded instructions,
- explain to the voter what keys to use to move forward or go back.

Neither of the election officials shall attempt in any way to influence a voter in the choice of candidates or issues, nor in any manner suggest or recommend a vote for any particular candidate or issue.

[A.R.S. § 16-513(A)(4)]

A person who is a candidate for an office in that election other than the office of precinct committeeman is not eligible to assist any voter.

[A.R.S. § 16-580(G)]

75 FOOT LIMITATION

The 75-foot limit shall be measured from the main outside entrance of the polling place.

NO PERSON shall be allowed to remain inside the 75-foot limit while the polls are open, except:

- for the purpose of voting,
- the election officials, and
- one representative (challenger/political observer) of each political party represented on the ballot and appointed in writing pursuant to A.R.S. § 16-590.

Regular business activity that normally occurs at the polling place location may continue as long as it does not interfere with voting or constitute electioneering.

[A.R.S. §§ 16-515, 16-590, 16-1017 & 16-1018]

There is NO exception for:

- members of the press,
- persons who conduct exit polls, or
- “checkers”. (The duplicate copy of the poll lists may be taken out to the checkers by the party representatives)

Electioneering Within the 75 Foot Limit

It is unlawful for any person to attempt to influence a person’s votes on election day within a polling place or in a public manner within 75 feet of the main outside entrance of a polling place or an early voting site designated by the recorder. The marshal enforces this provision at a polling place. The recorder or recorder’s designee enforces this provision at an early voting site. Anyone charged with this responsibility may call for the assistance of a deputy sheriff or police officer, if necessary.

[A.R.S. § 16-1018]

Minors Voting in Simulated Elections

A minor in a simulated election at a polling place is subject to the same 75-foot limit restrictions prescribed for a voter. Persons supervising or working in a simulated election in which minors vote may remain within the 75-foot limit of the polling place. The inspector for the polling place shall exercise authority over all election and simulated election related activities at the polling place.

Youth in the Booth

With the permission of the voter a minor may

- enter the 75-foot limit, and
- accompany a voter into
 - a polling place,
 - an on-site early voting facility, or
 - a voting booth. [A.R.S. § 16-515(D) & 16-580(G)]

Tribal Elections

When an election is held on the same day and at the same time as an Indian tribal election, tribal election boards may be within the 75 foot limit.

[A.R.S. §16-515]

Early Voting Sites

It is a class 2 misdemeanor to interfere with a voter within 75 feet of the main outside entrance to an on-site early voting location established by a recorder. Individuals conducting business other than voting at a county recorder's office or designated site for early voting may do so within 75 feet of the location where early voting is taking place so long as they do not engage in criminal conduct. [A.R.S. §§ 16-1006, 16-1014, 16-1017 & 16-1018] The recorder is not required to mark or post the 75 foot limit from the outside doorway. The recorder may post a notice at the early voting site stating:

"It is a class 2 misdemeanor to interfere with a voter or electioneer within the early voting site. A.R.S. §§ 16-1017 and 16-1018."

EARLY BALLOT PROCESSING

Once ballots are processed by the early ballot boards, they may be delivered periodically to the central counting place to be counted.

No tallies may be released until all precincts have reported or **one hour after** the close of the polls, whichever occurs first.

County Recorder

If an affidavit envelope containing a voted ballot is returned to the recorder unsealed, the recorder shall decide whether there is reasonable cause to believe the ballot was tampered with by someone other than the voter. The recorder may contact the voter if the recorder believes it would be helpful in making this determination. If the recorder determines that it is reasonable to assume that the ballot became unsealed accidentally, was damaged by the post office, etc., the ballot may be processed for tabulation.

Upon receipt of the affidavit envelope and early ballot, the county recorder or officer in charge of elections shall:

- compare the signature on every affidavit with the signature of the elector on the elector's registration form,
- if the signatures appear to have been made by the same person, mark them in a manner to indicate that they match, [A.R.S. § 16-550]
- safely keep the affidavits and early ballots in the custody of the county recorder or officer in charge of elections, [A.R.S. § 16-550]
- release the early ballots and affidavits to the early ballot boards at the time the boards convene for processing. [A.R.S. § 16-551(C)]

Board of Supervisors

The board of supervisors or officer in charge of elections shall:

- appoint the time, place and date for commencement of early ballot processing,
- commence processing prior to election day, if it is deemed necessary by the officer in charge of elections,
- appoint one or more early ballot boards consisting of an inspector and a judge,
- designate the supervisory authority in charge,
- designate the location,
- provide necessary supplies.

Early Ballot Board

If the county recorder or other officer in charge of elections who is making the signature comparison makes the initial determination that the signatures on the early ballot affidavit and the voter's registration were not made by the same person, the county recorder shall furnish a copy of the voter's voter registration form to the early ballot board. The early ballot board, if time permits, may attempt to contact the voter to ascertain whether the voter actually voted the early ballot and any reasons why the signatures may not match.

The early ballot board shall make the determination whether:

- the voter's affidavit is sufficient, and, if sufficient,
- whether the voter's name appears on the precinct register.

The vote shall be allowed, if:

- the affidavit is determined to be sufficient, and
- the applicant is a qualified elector of the voting precinct.

The vote shall **not** be allowed, if:

- the signatures on the early ballot affidavit and the voter registration do not appear to have been made by the same person, unless the board receives and accepts an explanation from the voter that he or she did vote the ballot and can explain why the signatures do not match, *or*
- the affidavit is determined to be insufficient, *or*
- the applicant is not a qualified elector of the voting precinct.

[A.R.S. § 16-552(B)]

Early Ballot Processing

The following procedures for processing early ballots shall be followed unless a jurisdiction has received approval from the secretary of state's office for using a different method for processing early ballots pursuant to A.R.S. § 16-552(A). Jurisdictions shall make a written request for approval of an alternative procedure not less than 90 days before an election for which the procedure is to be used.

After the election official has confirmed with the secretary of state that all equipment passes the logic and accuracy test the official may begin to count early ballots. No results may be released before all precincts have reported or one hour after the close of the polls, whichever occurs first.

[A.R.S. § 16-552(A)]

If the early ballot boards retire and reconvene, all materials shall be secured under the control of the board of supervisors or officer in charge of elections until time for the boards to reconvene.

The election official is in charge of the early ballot election board and shall direct the procedures followed by the board. The election official shall:

- receive the ballots,
- enter in the early voting ballot report log the following items at the appropriate time:
 - batch number,
 - number of ballots to process,

- number of ballots rejected and the reason for the rejection,
- number of ballots sent to duplication,
- number of ballots sent to tabulation,
- board members' initials, and
- board number.

Insufficient Affidavit

The vote shall not be allowed if:

- the affidavit on the envelope is insufficient, *or*
- the applicant is not a qualified elector of the voting precinct or district.

Without opening the envelope containing the ballot, the election official shall:

- mark across the face of the envelope:
 - "rejected as insufficient," *or*
 - "rejected as not an elector," *and*
- place the rejected ballots in a separate stack.

Sufficient Affidavit

If the affidavit on the ballot envelope is complete, the election official shall:

- verify that all affidavit envelopes are of the batch being processed,
- set aside anything from a different batch to be joined with the proper batch,
- continue to process as follows:
 - count all valid affidavit envelopes received,
 - enter the total on the early voting ballot report,
 - do not open "rejected as insufficient" or "not an elector" ballots,
 - open each affidavit envelope one at a time, being careful not to damage the ballot or the affidavit printed on the envelope,
 - remove the ballot and check to ensure that the ballot is for the precinct/district shown on the affidavit envelope, NOTE: If there is a discrepancy, place the ballot, with a transmittal attached indicating the wrong precinct or district and the correct precinct or district number and send to "duplication,"
- place voted ballot in **the designated stack**,
- place the empty affidavit envelope in **the designated stack**,
- place a rejected ballot in the designated stack, (This step normally only applies to the last day of processing)
- repeat the process until all valid ballots have been opened and placed in their applicable stacks.

Damaged Ballots

Inspect ballots in designated stack for damage. If damaged ballots are found:

- collect all damaged ballots from this batch,
- place them with any other “to duplication” ballots for this batch,
- complete transmittal slip(s) labeled “to duplication” for each damaged ballot,
- set the stack aside,
- stamp damaged ballot.

Early Voting Ballot Report

Upon completion of processing a batch/sub-batch, enter the following on the early voting ballot report:

- number of ballots rejected,
- number of ballots sent to duplication,
- number of ballots to be counted and
- number of ballots received.

Rejection of Ballots

This step normally only applies to the last day of processing, where any possible rejected items are given to the boards to process. These items include:

- no signature, *and*
- signature does not match, according to the county recorder or other officer in charge of elections who performed the signature comparison.

If the board determines the ballot should be rejected, the board shall:

- mark across the envelope:
 - “rejected as insufficient,” *or*
 - “rejected as not an elector,”
 - note on the early voting ballot report the voter’s ID number and the reason for rejection,
 - set aside the unopened affidavit envelope in **the designated stack**.

Ballots to be Counted and to be Duplicated

The ballots sent to the central counting place and ballots sent to the duplication boards shall be accompanied with a completed transmittal slip in front of the ballots it applies to, with the following information:

- date item is originally processed,
- where ballots are sent **To:** (central counting place, duplication board, etc.),
- where ballots are sent **From:** (early voting, duplication board, etc.),
- ballot color and party (when applicable),
- total number of ballots sent,
- board's number,
- initials of board members, and
- batch and sub-batch.

The next batch may now be processed in the same manner. This process is repeated until all possible valid early ballots are received.

If the ballot is transmitted by facsimile to the voter and the voted ballot is returned by facsimile, the ballot will be duplicated in the method prescribed under duplication board instructions.

“Close Out”

The early ballot board will “close out” each batch as follows:

- calculate a cumulative total of the number of:
 - affidavit envelopes received,
 - ballots sent to the duplication boards,
 - ballots rejected,
 - ballots sent to the central counting place,
- verify and audit these numbers against each applicable item (*i.e.*: the total number of affidavit envelopes collected should match the cumulative total on the early voting ballot report, etc.),
- empty affidavit envelopes, batch reports (poll list) and unopened rejected ballots,
- place supplies and paperwork in the official envelope (the official envelope is marked to specify the items to be placed in it),
- retain a duplicate copy of the early voting ballot report for the office records,
- seal the official envelope.

Ballot Transportation

Ballots shall be transported by two election officials (one from each of the two largest political parties):

- to a receiving site or a central counting place that is inside a secured building,
- in a sealed ballot transfer container.

Badge control shall be handled in the same manner as the central counting place.

After Tabulation

After ballots have been tabulated, all ballots containing write-in votes shall be:

- transferred to the write-in tally board in a secure manner,
- transferred to the duplication board in a secure manner,
- accompanied by a transmittal slip,
- processed in the manner prescribed for write-in tally board processing,
- damaged ballots from tabulation are sent to the duplication board.

PARTY REPRESENTATION AT THE POLLS/APPOINTMENT OF CHALLENGERS

The county chair of each recognized party which has one or more candidates on the ballot may appoint one representative (challenger/political observer) to be present in each polling place during voting hours to act as challengers for the party, appointed as provided in A.R.S. §16-590.

[A.R.S. § 16-590]

CHALLENGING VOTERS

Any qualified elector of the county, including poll workers, may orally challenge a voter stating the voter is not qualified under A.R.S. § 16-121.01 or on the ground that the person has voted before at that election. See A.R.S. § 16-592 for the proceedings if a voter is challenged and A.R.S. § 16-593 for rules determining residence of voter upon challenge.

If a voter is challenged:

- two judges and the inspector shall constitute the board of election,
- a majority of the board of election shall determine the validity of a challenge [A.R.S. § 16-531],
- the oath provided for in A.R.S. § 16-592 shall be printed in the first column of the challenge list — no other affidavit is necessary,
- the inspector should have the person challenged step aside and permit the other voters in line to continue to vote while the challenge is being determined.

A voter who has moved from one address to another within the county is **not** subject to challenge because of residence.

[A.R.S. §§ 16-591 & 16-592]

Notwithstanding a determination by the board of election that a voter is not qualified to vote a regular ballot, the voter shall not be denied the right to vote a provisional ballot.

[A.R.S. § 16-584]

CLOSING THE POLLS

The marshal shall:

- announce the closing of the polls at:
 - one hour,
 - 30 minutes,
 - 15 minutes, and
 - one minute before closing, and
 - at the moment of closing (7:00 p.m.),
- allow everyone to vote who is in line at the moment of closing — 7:00 p.m.
- allow no one to vote who arrives at the polling place after 7:00 p.m.

[A.R.S. § 16-565]

Certificate of Performance – Precinct Ballot Report

On the certificate of performance, enter the following information:

- precinct name,
- type of election (primary, general, special, etc.),
- date of election, and
- signature of each election board member.

Complete the following steps:

- record the transfer container plastic seal number,
- place one copy of the ballot report in the ballot transfer container,
- place second copy of the ballot report in payroll voucher envelope, and
- seal ballot transfer container with numbered seal.

Official and Unofficial Returns Envelopes / Containers

These envelopes or containers are plainly marked to identify the items to be placed in them. Read and follow the instructions carefully.

"Official returns envelope / container" shall contain:

- spoiled ballots,
- one copy of the poll list,
- challenge list, if used, and
- be securely sealed with a permanent pressure-sensitive label (The inspector and judges must sign their names across the flap and the label, *i.e.* the signature should overlap the seal and extend onto the envelope [A.R.S. § 16-615]), and
- be returned to the elections department on election night.

"Unofficial returns envelope / container" shall contain:

- signature roster — to be returned to the county recorder forthwith,
- payroll voucher envelope containing second copy of ballot report and payroll vouchers,
- one copy of the poll list,
- precinct registers (unless secured and returned with other supplies),
- any other items as directed by the officer in charge of elections, and
- be returned to the elections department with the official envelope on election night — not in the supply box,
- be made available for inspection by electors:
 - at any time following **one hour after** the close of the polls or after all precincts have reported, whichever occurs first (unofficial returns may be released during the counting of ballots),
 - for a period of **six months following** the election.

[A.R.S. §§ 16-616 & 16-551]

The inspector and a representative of the opposite political party, shall then IMMEDIATELY deliver to the designated receiving site:

- the sealed ballot transfer container containing:
 - the ballots, with and without write-ins,
 - original ballot report,
 - official returns envelope,
 - unofficial returns envelope,
 - payroll voucher envelope.

The supply container shall contain:

- the precinct registers,
- all other supplies, and
- be returned to the election department according to instructions of the particular election department officials.

The remaining election officials shall dismantle the voting booths according to the instructions labeled on the underside of the voting table.

Close Out of Optical Scan Unit and Accessible Voting System Unit

Optical Scan Unit:

- when the ballots in the emergency bin have been counted, produce a total tape
- prepare unit to modem results to election central

Accessible Voting System Unit:

- produce a total tape
- prepare unit to modem results to election central

Opening the Ballot Bin

- At least two board members, not of the same political party shall be present to open the ballot box bin.
- Ballots shall be removed from the compartments, keeping the write-in ballots separate from the regular ballots, and sealed in the ballot transfer container along with one copy of the precinct ballot report.

Keypad

- Using the key provided, unlock the panel of the optical scan unit and make the keypad available for use,
- follow the procedures for printing the totals,
- tear off the tape,
- sign the tape,
- place the tape in the appropriate container or envelope, and
- if applicable, this tape may be included with the memory pack.

Modem Transmission of Results

In precincts where transmittal is done by modem from the precinct polling place, the inspector shall connect the phone cable and follow detailed dialing instructions provided by the officer in charge of elections.

In precincts where the results cannot be done by modem:

- run the totals tape according to instructions,
- place the optical scan unit in its case,
- seal with a numbered seal,
- seal the Accessible Voting System unit with a numbered seal,
- two election officials not of the same political party deliver the units to the designated receiving site,
- record the seal number of each unit before removing, then
- the troubleshooter will help send results by modem.

Transporting the Memory Pack

In precincts where transmittal is not done by modem:

- unplug the unit,
- break the seal on the memory pack door and open the door,
- pull the memory pack from its compartment,
- place it in the container provided along with the tape,
- seal the container,
- the inspector and judges sign the seal, then
- the designated election worker delivers the container to the designated receiving site.

Precinct Ballot Report

- Count all the unused ballots and record that number on the precinct ballot report,
- place all the unused ballots in the container provided for that purpose,
- count the spoiled ballots and record that number on the precinct ballot report,
- unlock and remove the ballots from the ballot compartment containing the ballots without write-ins,
- place these ballots in the designated container,
- remove the ballots from the ballot compartment containing the ballots with write-ins,
- place these ballots in the designated container,
- open and count the ballots in the container holding the provisional ballots, or transport them in a sealed alternate ballot box,

- place all the voted ballots in the ballot transfer containers,
- place one copy of the precinct ballot report in the ballot transfer container,
- the inspector must sign the signature roster, and
- seal all containers.

Certificate of Performance – Precinct Ballot Report

After all voters have left the polling place:

- count all unused ballots,
- record that number on the precinct ballot report,
- place all unused ballots in the container provided for that purpose,
- unlock the ballot container and remove ballots,
- count the ballots,
- enter the number on the precinct ballot report,
- if there are ballots for verification by the county recorder, place them in the designated stack.

Complete both copies (original and duplicate) of ballot report forms as follows:

Ballot Account

To complete the ballot account:

- enter total number of ballots issued to the inspector prior to opening the polls,
- enter total number of unused ballots,
- place unused ballots in their original container,
- after all ballots are accounted for, seal / secure the unused ballot container,
- enter total number of spoiled ballots, and
- place the spoiled ballots in the envelope marked "spoiled ballots" and place this envelope in the official envelope.

Official Ballot Statement

On the official ballot statement, enter the following information:

- total number of provisional ballots from the designated stack,
- total number of voted ballots from the designated stack, and
- number of names entered in the poll list.

Final Closing of the Polling Place

The remaining election officials shall:

- dismantle the voting booths according to the instructions,
- secure the optical scan equipment according to the instructions provided to the precinct board by the officer in charge of elections,
- transport the following to the designated receiving site:
 - alternate sealed ballot container,
 - sealed voted ballot transfer container,
 - official and unofficial envelopes / containers,
 - memory device (if applicable).

CENTRAL COUNTING PLACE BOARD PERSONNEL

The party chairmen of the two political parties casting the highest number of votes in the state at the preceding general election, shall submit a list of qualified electors to serve as election board personnel as provided in A.R.S. §16-531.

If parties do not submit sufficient names required for board functions:

- the board of supervisors shall appoint registered voters to serve as central election board personnel
- county personnel may be appointed

All persons appointed shall be trained in their duties.

ELECTION SECURITY REQUIREMENTS

The board of supervisors shall coordinate with the law enforcement agency that will provide security.

The basic security duties are as follows:

- early ballot security,
- central counting place security,
- receiving site ballot security.

Early Ballot Security

- Provides security for early ballots while they are transported to the early ballot processing center for processing and then to the central counting place.
- The officers assigned this duty will follow applicable security procedures outlined in early election board instructions and central counting place instructions sections.
- The vehicle used to transport early ballots may remain at the central counting place for use in the alternate computer contingency plan to transport ballots to the emergency back-up facility.
- Early ballots will be received at the central counting place in the same manner as ballots received from precincts.
- The officers assigned may remain at the central counting place as a part of that security force.

Central Counting Place Security

- Officers will be assigned to direct traffic into pre-designated areas.
- From the point of ballot receipt to the point of actual tabulation, officers will be stationed at key points to protect the integrity of the elections work area.
- Access must be controlled, and only those people properly identified by badge will be allowed in the work area.
- The supervising officer will:
 - control and coordinate this effort,
 - investigate irregularities, in conjunction with a legal representative of the officer in charge of elections,
- if there is a system or power failure at the central counting place, the central counting place security force may transport ballots and key elections people to the back-up facility.

Receiving Site Ballot Security

- Receiving sites may be set up to receive ballots from outlying precincts. Procedures for security of these ballots at all times, from receipt to delivery, must be implemented.
- While being watched by political observers, the officer will load the materials in the officer's vehicle and transport the ballots to the officer in charge of elections.
- Ballots will be received at the central counting place in the same way other precinct deliveries are made.
- Transportation of ballots will be watched closely by political observers.
- Political observers are legally entitled to be there and may, within reason, question the officer's actions.

- The officer should be courteous to the observers and answer questions that are reasonable.
- The officer should not allow any political observer to touch the ballot transfer containers, except as necessary to determine that the seal is unbroken.

BALLOT TRANSFER CONTAINER SEAL LOG

The officer in charge of elections shall designate a log book, which shall show:

- the serial numbers, in sequence, of each ballot transfer container seal, and
- the number of the precinct to which it was issued.

This log shall be:

- compared against the receiving board log, and
- retained for auditing purposes.

ELECTION MANAGEMENT SYSTEM

Election officials shall maintain the election management system (EMS) as a stand-alone system. The EMS shall not be connected to a public system or network connection.

CENTRAL COUNTING PLACE BOARDS

The central counting place may have as many as seven types of boards, which may be combined, if practicable, at the discretion of the officer in charge of elections:

- receiving board
- inspection board
- write-in board
- duplication board
- data processing board
- accuracy certification board
- "snag" board

Each board shall consist of at least two members, and shall be registered voters of the two parties casting the highest number of votes in the state at the last preceding general election. Each board's responsibilities shall be as provided in this manual.

Board members may serve on more than one board, as long as each board task may be performed in the prescribed sequence.

The central counting place operation will be conducted under the direction of the board of supervisors or officer in charge of elections:

- in accordance with the procedures outlined in this manual,
- under the observation of:
 - representatives of each political party, and
 - the public.

Deputies/Oath of Office

All persons taking part in the actual processing and counting of ballots, including employees of a jurisdiction conducting an election:

- must be appointed in writing, and
- take an oath provided by the board of supervisors that they will faithfully perform their assigned duties.

Any person who has not been appointed in writing shall NOT be permitted to touch any:

- ballot,
- computer, *or*
- counting device.

Central Counting Place Facility

The central counting place for early and provisional ballots and computer center, or election central, may be separate or joined, as decided by the board of supervisors. Maximum efficiency and control results when all board functions are performed in the same facility. When physical restrictions create inadequate working facilities, it is permissible to separate board locations so long as election security and prescribed board functions and sequence are maintained.

When the computer center, the central counting place or receiving sites are not at the same location, the officer in charge of elections and party representatives shall transport the ballots to the computer center or observe the transmission of voted results.

A security officer or an election official may conduct tours through the central counting place for the public. At no time shall any public observance of the election process interfere with or interrupt the normal ballot flow.

Manual Ballot Counting

If it becomes impracticable to count all or some of the ballots with tabulating equipment, the officer in charge of elections may direct that ballots be counted manually, following the provisions governing the counting of paper ballots. No valid ballot shall be left uncounted.

[A.R.S. § 16-621]

RECEIVING BOARD INSTRUCTIONS

Composition of Receiving Board

The receiving board shall consist of two members representing registered voters of different political parties. The officer in charge of elections shall be chairman of the receiving board.

Responsibilities

It shall be the responsibility of the receiving board to receive the following items from the precinct election boards:

- memory devices,
- ballot transport containers with ballots with and without write-ins,
- early ballots that have been dropped off at the polling place,
- provisional ballots,
- official container,
- unofficial container,
- precinct payroll envelope containing vouchers and duplicate ballot report,
- duplicate poll list, and
- signature roster

When a ballot transfer container is delivered to a receiving board, the following entries shall be made in the "receiving board log":

- precinct name,
- signatures of the persons delivering the container,
- seal number of the ballot transfer container,
- seal number on the carrying case of the optical scan unit,
- seal number on the carrying case of the Accessible Voting System unit, and
- initials of the person receiving the ballot transfer container

The receiving board shall prepare a numbered receipt for all items received. A copy of the numbered receipt shall be given to the members of the election board delivering the container. [A.R.S. § 16-608]

- write the receiving board number on the duplicate receipt,
- retain for audit purposes

If it appears that the ballot transfer container seal is broken, it shall be referred immediately to the "snag board" for disposition.

The receiving board shall deliver all other ballot transfer containers, unopened, to the inspection board.

INSPECTION BOARD INSTRUCTIONS

Composition of Inspection Board

There shall be as many inspection boards as deemed necessary. Each board shall have two members representing registered voters not of the same political party.

Responsibilities

The inspection board is responsible for:

- opening the alternate ballot box
- opening and verifying information on the precinct ballot report, if the ballot transfer container contains any voting materials other than voted ballots
- keeping the container sealed, if the ballot transfer container contains only voted/counted ballots⁴
- inspect returns as necessary

Receiving and inspection boards may be combined.

Each board shall be provided with a log to enter pertinent data for each precinct.

Preliminary Procedures

When the ballot transfer container or alternate ballot box with ballots arrives at the inspection board:

- break the seal and open the ballot transfer container,

⁴ The container may be opened by order of the officer in charge of elections.

- break the seal on the alternate ballot box, if used,
- remove the ballot report form and check to see that the seal number is the same as shown on the log — if the ballot report form is absent, incomplete, or the seal number does not agree with that shown on your inspection board log, call for the supervisor,
- enter on the inspection board log the:
 - precinct name and/or number,
 - number of write-in ballots,
 - number of provisional ballots,
 - number of early ballots dropped off at the polling place,
- separate the types of ballots to be processed into:
 - provisional ballots,
 - write-in ballots,
 - voted ballots,
 - early ballots.

Provisional Ballots

If there are provisional ballots:

- place them together,
- complete the provisional ballots transmittal slip by entering:
 - the number of provisional ballots stated on the precinct ballot report, and
 - the actual number of provisional ballots received,
- record the number of provisional ballots on the inspection board log, and
- notify the supervisor.

Voted Early Ballots

Early ballots that were dropped off at the polling place:

- shall be delivered to the county recorder for verification of signatures immediately,
- may be verified along with the provisional ballots.

Write-Ins

- count total number of ballots containing write-ins, if not previously counted at the polling place
- record the number on the log

- complete a transmittal envelope for delivery of ballots containing write-in votes to the write-in processing board

Regular Voted Ballots

Regular ballots remain in the ballot transfer container received from the precinct or are packaged for storage and retention in the treasurer's vault.

WRITE-IN TALLY BOARD INSTRUCTIONS

The write-in ballots shall be tallied by a board of elections consisting of one inspector and two judges. The inspector and judges shall be members of the two political parties which cast the highest number of votes in the state at the last general election.

[A.R.S. § 16-531(E)]

Invalid Write-In Vote

If a write-in is declared invalid:

- draw a line through the name on the ballot,
- place the board number next to the line through the name,
- place a board member's initials next to the line through the name,
- do not count any write-in that an election official has identified as disqualified by drawing a line through the name and placing the election official's initials next to the line,
- write-in votes are tabulated only if the ballot is properly marked by the voter by writing in the name of a qualified write-in candidate *AND* by filling in the oval or connecting the arrow or other method of properly marking the vote as indicated in the instructions for the particular optical scan ballot.

[A.R.S. § 16-612(A)]

DUPLICATION BOARD INSTRUCTIONS

Composition of Duplication Board

Each duplication board shall consist of two members, who are registered voters not of the same political party. An inspection board may serve as a duplication board.

Responsibilities

The duplication board duplicates damaged ballots or ballots that were not marked according to instructions if the voter has indicated his or her clear intent by marking the ballot in a consistent manner as set out above.

Damaged Ballots

A damaged ballot is a ballot that has been torn or crumpled or for some other physical reason cannot be fed into the optical scan tabulation equipment. An unreadable ballot is a ballot that has been marked by the voter, but which has been marked with a device that the optical scan equipment cannot read, such as red or green ink, or in any manner that clearly indicates the intent of the voter, but which cannot be read by the optical scan equipment.

Duplication of Early Ballot Procedures

These procedures apply only to early ballots because the voter has the option of correcting his or her ballot at the polling place, and those ballots will be read by the precinct-based optical scan unit.

If a voter has voted for a candidate printed on the ballot *AND* also voted for that same candidate by writing in the candidate's name as a write-in and marking the arrow or oval next to the candidate's name, the equipment reads that office as overvoted. These overvoted ballots are not duplicated.

If a voter has consistently marked his or her ballot by circling the names of the candidates or circling yes or no for issues, or placing an "x", check mark, punched hole or other similar mark next to the voter's choices, the equipment reads the ballot as a blank, unvoted ballot. The ballot shall be sent to the duplication board. If the voter has correctly marked his or her choices by connecting an arrow or filling in an oval in some positions on the optical scan ballot, any other markings on the ballot shall be disregarded, shall not be considered votes and shall not be duplicated onto a duplicated ballot.

If the early ballot board finds ballots that are torn, corrected with white out or labels, erased, marked with crayon or colored ink which cannot be read by the tabulation equipment, the ballots shall be sent to the duplication board.

If a voter has marked his/her sample ballot/full text of issues instead of the optical scan ballot, the sample ballot is sent to the duplication board.

If the early ballot board discovers that a voter received and voted an incorrect ballot and it is too late to mail the correct ballot, the incorrect ballot is sent to the

duplication board, and any offices or issues the voter could have lawfully voted for shall be duplicated onto the correct ballot.

If the ballot is from a military or overseas voter and was received via facsimile, it shall be forwarded to the duplication board for processing.

Duplicating a Ballot

A damaged or unreadable ballot must be duplicated in the following manner:

- make sure the correct ballot for the voter's precinct will be used to create duplicated ballot,
- using the damaged or unreadable ballot as a guide, mark a blank ballot identical to the ballot damaged,
- mark the proper precinct identification code, if necessary,
- when the ballot has been duplicated, read the ballot to ensure that it has been marked with votes identical to those indicated by the voter, including overvotes,
- if any errors made by the duplication board are discovered, mark the duplicate ballot "spoiled" and repeat the process with a new duplicate ballot card,
- record an identical serial number on both the original and the duplicated ballots—this ties the two ballots together and provides an "audit" trail,
- mark the original (damaged or unreadable) ballot "duplicated" to indicate completion of the duplication,
- place all duplicated ballots (for that precinct) in an envelope labeled "ballots which have been duplicated",
- "Enhancing" a ballot, *i.e.* marking over the marks a voter has made on an unreadable ballot, is NOT permitted.

CENTRAL COUNTING PLACE BOARD INSTRUCTIONS

There shall be no preferential counting of ballots for the purpose of projecting the outcome of the election.

[A.R.S. § 16-621]

Composition of Central Counting Place Board

The central counting place board shall:

- be under the direction of the central counting place board chair,
- consist of as many trained personnel selected by the board of supervisors as required to process all ballots delivered to the computer room.

Members of the board shall be familiar with:

- logic and accuracy test requirements,
- data processing procedures, and
- ballot counting equipment used to tabulate the election.

Securing Ballots

The central counting place board shall:

- secure all processed ballots until successful completion of the last accuracy certification test,
- seal the ballot containers or room where ballots are located,
- keep the containers in a secure area until:
 - the end of the challenge period, *or*
 - if a challenge is filed,
 - until the challenge has been resolved, and
 - the ballots have been released to the custody of the officer in charge of elections,
- transfer the sealed containers to the officer in charge of elections for storage.

Limited Access to Central Counting Place – Observers

The computer operating area shall be in a separate room or in an area of a larger room which is clearly marked as the computer operating area. Only members of the central counting place board and the accuracy certification board may be permitted in the immediate computer operating area. Other observers may be permitted to observe the operations of these boards and the computer, from a designated location, but must not interfere with the conduct of the operations. The “snag” board may enter the computer operating area to resolve any discrepancy.

Except for a county recorder whose name is not on the ballot and who is carrying out official duties, no public officer serving in an elective office, or any candidate for an elective public office at the election shall be permitted to enter:

- the central counting place,
- any other operational area where ballots are being processed or tallied,
- any area where a board has been convened, or
- any area where decisions about ballots are being made.

ACCURACY CERTIFICATION BOARD INSTRUCTIONS

Composition of Accuracy Certification Board

The accuracy certification board shall consist of two election officials representing registered voters of different political parties and shall be appointed by the board of supervisors.

Responsibilities

The board shall:

- verify the accuracy of the computer programs, through the logic and accuracy test materials, and
- attest to the procedures during computer processing of the ballots.

[A.R.S. §16-449]

Procedures

- Within **30 days before** the election, the computer and programs shall be tested to ascertain that the equipment and programs will correctly count the votes cast for all offices and on all measures.
- When Accessible Voting System units are used for early voting, the logic and accuracy test may begin within 45 days before the election and shall be completed before early voting begins on the Accessible Voting System unit.
- Public notice of the time and place of the test shall be given at least **48 hours before** the test by publication once in one or more newspapers. [A.R.S. § 16-449]
- A logic and accuracy test shall be observed by the accuracy certification board and shall be open to representatives of the political parties, candidates, the press and the general public.
- The test shall be conducted by processing a preaudited group of ballots marked to record a predetermined number of valid votes for each candidate and on each measure. It shall include:
 - for each office, one or more ballots with votes in excess of the number allowed, in order to test the ability of the computer to reject invalid votes, [A.R.S. § 16-449]
 - multiple precincts, in order to test recognition of the precinct committeemen,
 - overvotes for all elections. [A.R.S. § 16-446]

Correction of Errors

If an error is detected in the test:

- it shall be corrected and
- an errorless test shall be completed before the program and computer are approved by the board.

Certification

The accuracy certification board shall certify, immediately after the machine processing of all ballots, that:

- the number of ballots processed for each precinct was checked against the number of ballots received from the precinct by the ballot inspection board (as reflected on the ballot report form) and
- any discrepancies in the number of ballots received and the number processed by the vote tally system will be resolved.

“SNAG” BOARD INSTRUCTIONS

Composition of Board

The board of supervisors shall appoint at least three members knowledgeable of the overall election process to comprise the “snag” board.

Responsibilities

The function of the “snag” board is to resolve any problem brought to its attention by any of the other boards.

PROVISIONAL BALLOT PROCESSING

Provisional ballots shall be accepted or rejected for counting using the procedure outlined for early ballot processing in this manual.

The affidavit on a provisional ballot envelope shall be deemed sufficient if it is signed by the voter and the signature matches the signature on the voter's registration. A provisional ballot shall not be rejected solely for lack of signature on the affidavit by polling place election officials.

County Recorder

The county recorder shall:

- Compare the provisional ballot to the signature roster for the precinct in which the voter was listed and if the voter's signature does not appear on the signature roster for that election and if there is no record of that voter having voted early for that election, the provisional ballot shall be counted,
- if the signature roster or early ballot information indicates that the person did vote in that election, the provisional ballot for that person shall remain unopened and shall not be counted,
- retain unopened envelopes of provisional ballots, which were rejected,
- deliver provisional ballots which are rejected to the officer in charge of elections for destruction in accordance with the provisions of A.R.S. § 16-624,
- make a list of all persons whose registration was verified as being qualified for the election,
- include the names of these qualified electors on the next appropriate precinct register,
- deliver a copy of the list, along with the provisional ballots, to the board of supervisors or officer in charge of elections for inclusion with the official returns,
- make a list of the names of those persons whose provisional ballots were not verified and therefore rejected for tally,
- deliver the list to the clerk of the board of supervisors or officer in charge of elections along with any of the provisional ballots,
- return the voter receipt card surrendered by the voter at the precinct to the voter within a reasonable time after the election.

Board of Supervisors

The board of supervisors shall:

- appoint one or more election boards, consisting of two election officials not of the same political party for the processing of provisional ballots,
- appoint clerks as needed,
- designate the supervisory authority in charge,
- designate the location for processing, and
- provide necessary supplies.

Provisional Ballot Boards

Provisional ballot boards may convene and begin ballot processing any time after provisional ballots are delivered to the officer in charge of elections. The provisional ballot processing board shall place official and unofficial returns in containers marked “official returns” and “unofficial returns.” The container may be an envelope or any other container that keeps the official and unofficial returns physically separated by precinct.

Inspector

The inspector shall:

- be in charge of processing,
- receive the provisional ballot envelope from the verification staff, and
- record the precinct identification data on a transmittal form.

Verification Staff

Verification Staff shall:

- open the provisional ballot envelopes if the registration for the voter has been verified to count,
- remove the ballots from the envelopes,
- retain the envelopes to be secured in the official envelope,
- examine the ballot for any damage,
- provisional ballots that are not verified and are ineligible for counting are unopened and secured with the official returns.

Damaged Ballots

If there are damaged ballots, which need to be duplicated:

- count the number for a given precinct,
- initiate a transmittal slip to go to the duplication board,
- record the number on the slip, then
- forward the ballots, with the transmittal slip, to the duplication board.

Ballots Ready for Counting

For ballots that are ready to go to be counted:

- ballots are counted by precinct,

- the number of ballots is written upon a transmittal slip, then
- ballots and the transmittal slip are forwarded to the counting place.

Ballots to be Duplicated

Ballots that go to duplication shall be processed as follows:

- the ballots are duplicated,
- the original ballot that was duplicated is secured to be stored with all other ballots, then
- the new ballot is forwarded to the counting place for counting.

Write-Ins

After the provisional ballots have been counted on an optical scan ballot reader, any ballots with write-in votes shall be:

- separated from the other ballots, and
- forwarded to the write-in boards.

AUDIT BOARD INSTRUCTIONS

All board logs shall be delivered to an audit board upon the completion of each board's function.

The audit board:

- receives precinct ballot reports for each precinct,
- verifies the count from the console log or precinct report on the precinct ballot report,
- has access to all precincts' ballot statements contained in the unofficial return envelope,
- identifies discrepancies in the reports following final tabulation of duplicated ballots and provisional ballots,
- resolves problems, which appear to be of major significance, in the presence of political observers, and
- resolves and documents all discrepancies.

PAY ROSTER AND BADGE CONTROL

The board of supervisors or officer in charge of elections shall make provisions for:

- proper badge control, and
- payroll

at the central counting place.

CLOSING THE CENTRAL COUNTING PLACE

The officer in charge of elections shall be responsible for:

- transportation of ballots after processing from the central counting place to the county offices, or securing ballots and all voting materials at the central counting place,
- proper disposition of provisional ballots,
- collection of the logs from each of the other boards,
- collection of the results from the computer center and the write-in tally boards,
- security of the provisional ballots until requested by the county recorder.

After the last ballot is processed, the central counting place board shall:

- process the count records (cards, discs, or tapes),
- print precinct reports,
- seal ballots, then
- prepare ballots for transportation to the treasurer's vault.

Prior to presenting the election returns for canvass, if the officer in charge of elections determines that there is a discrepancy in the election returns in a precinct, the officer in charge of elections shall notify the political party representatives of the time and place scheduled for a retally of the votes cast in that precinct.

If, upon the retally, it is found that the original tally of the returns has been correctly made but that a discrepancy still remains unaccounted for, the officer in charge of elections shall inspect and test the voting machines and tabulating equipment or take other actions to determine the reason for the discrepancy.

If the results from the retally establishes a discrepancy in the election returns, the necessary procedure for correcting the discrepancy shall be made and shall be made part of the election returns for the canvass of the election.

The officer in charge of elections shall create a written record to document any discrepancy and corrective action taken.

[A.R.S. § 16-641(A)-(E)]

POST-ELECTION REQUIREMENTS FOR VOTING DEVICES AND MATERIALS

The optical scan equipment and Accessible Voting System units shall remain locked [A.R.S. § 16-428] and sealed against further voting [A.R.S. § 16-566(B)]:

- for a period of **15 days** after an election, *or*
- until any threat of contest of the election is removed, *or*
- until the board of supervisors has canvassed the returns.

When the memory device is removed from the optical scan unit and Accessible Voting System units, the precinct name or number shall be noted. Memory device data shall be “backed up” and retained in the same manner as official ballots for a period of **six months** after the election for which they were used and then be disposed of in the same manner as official ballots. Memory devices, after the data is backed up, may be reclaimed and used in future elections. Ballots and voting materials must be retained **24 months** for federal elections based on A.R.S. § 16-624.

Multiprogramming and Network Environments

If the computer used to tabulate votes will be used in a multiprogramming environment, then sufficient information must be submitted to demonstrate that other processing will not interfere with the tabulation of votes. This information shall be submitted with each logic and accuracy test.

No computer that is connected to a network will be used to tabulate votes. If the computer used for tabulation will be transmitting the results to another system after tabulation, the computer can be connected only after the tabulation is complete and the results stored.

TRANSMITTAL OF UNOFFICIAL RETURNS TO THE SECRETARY OF STATE

The officer in charge of elections, for any election that includes:

- a federal office,
- a statewide office,
- an office of the state legislature, or
- a statewide ballot measure

shall transmit unofficial returns to the secretary of state at the same time that those returns are made public.

The transmittal may be by:

- telephone,
- facsimile, or
- other electronic means.

[A.R.S. § 16-622(B)]

VOTE ABSTRACT FILED WITH THE SECRETARY OF STATE

In those counties lying within a legislative district or a congressional district made up of areas in more than one county, the board of supervisors of each county shall file a copy of the abstract of vote with the secretary of state within **48 hours** after the closing of the polls. Counties may comply with the requirement by filing a printout of the cumulative vote count produced by the vote tabulating equipment.

[A.R.S. § 16-623]

OFFICIAL RETURNS

The official returns of each precinct or election district, when certified by the board of supervisors or other officer in charge of elections, includes the total of all:

- returns printed by the vote tabulating equipment
- write-ins
- early votes
- provisional ballots

Upon the completion of the count, the official returns shall be open to the public.

[A.R.S. § 16-622]

Audit

In order to account for each and every ballot cast and to ensure total ballot accountability, the audit shall consist of:

- a comparison of:
 - the precinct ballot reports, with
 - the precinct totals tape for each optical scan and Accessible Voting System unit.

The audit may include:

- poll lists, and
- names on signature rosters.

Storage of Ballots and Reports in Treasurer's Vault

After the audit is complete, the officer in charge of elections shall:

- seal the ballots,
- store the ballots in the county treasurer's vault,
- keep the ballots unopened and unaltered for a period of:
 - **24 months** for ballots for federal offices,
 - **six months** all other ballots,
- **store the official returns.**

[A.R.S. § 16-624]

After **six months**, ballots containing no federal offices shall be destroyed unless:

- an election contest has been filed, or
- a recount was ordered.

If a recount is ordered by the court, ballots may be released to the custody and control of the court.

CANVASS OF RETURNS

Presidential Preference Election

Board of Supervisors

The board of supervisors shall meet to canvass the returns by congressional district within **10 days** after the presidential preference election and provide a certified permanent copy of the official canvass to the secretary of state on paper and also electronically in a “readable” format prescribed by the secretary of state.

[A.R.S. §§ 16-249(C), 16-645(B) & 16-646]

Secretary of state

The secretary of state shall canvass the returns and certify the election results to the state party committee chairmen of the parties that have candidates on the presidential preference ballot **on or before the second Monday** after the election.

[A.R.S. §§ 16-645, 16-648 & 16-249(A)]

Primary and General Elections

Board of Supervisors

The board of supervisors shall:

- secretary of state
- meet to canvass the returns **not less than six days nor more than 15 days after** the general election,
- postpone the canvass from day to day until all the returns are received or until votes can be determined if, at the time of the meeting of the board, the returns from any polling place in the county where the polls were opened and an election held are found to be missing, or incomplete,
- there shall be no more than six postponements,
- provide a certified permanent copy of the county's official canvass to the secretary of state on paper and electronically in a format prescribed by the secretary of state . (See page 150)

[A.R.S. §§ 16-642, 16-645 (B), 16-646]

The canvass shall not be delayed because of informality of election returns as long as the intent of the returns is clear. [A.R.S. § 16-644]

In addition to the requirements of A.R.S. § 16-646, the board of supervisors shall prepare a final cumulative report, which shall:

- be marked “final cumulative report”,
- show the total number by district, division, and ballots cast for each candidate, and for or against each ballot measure,
- show the party designation for each candidate in the general election,
- in the primary election, the party designation may be shown for each office,
- show total precincts and ballots cast in each district,
- show for each county the total precincts counted, ballots cast, and registered voters,
-

Secretary of State

On or before the **second Monday following a primary election**, the secretary of state shall canvass the returns for:

- U.S. senator,
- representative in Congress, and
- all state offices, including the legislature.

On the **third Monday following a general election**, the secretary of state, in the presence of the governor and the attorney general, shall canvass the returns for:

- U.S. senator,
- representative in Congress,
- all state offices, including the legislature, and
- state appellate court judges.

In addition, the secretary of state, in the presence of the governor and the chief justice of the supreme court, shall canvass all proposed:

- constitutional amendments,
- initiatives, and
- referenda,

and immediately certify the result to the governor.

[A.R.S. §§ 16-645 & 16-648]

CERTIFICATES OF NOMINATION AND ELECTION

Board of Supervisors

Upon completion of the canvass, the board of supervisors shall:

- declare candidates elected at the general election, *or*
- nominated in the case of a primary, with the following **exceptions**:
 - a certificate of nomination shall **not** be issued to a:
 - write-in candidate for precinct committeeman, unless the candidate received a number of votes equivalent to at least the number of signatures required by A.R.S. § 16-322 for nominating petitions for the same office,
 - write-in candidate of a party which was not qualified for continued representation on the official ballot pursuant to A.R.S. § 16-804, unless the candidate received a plurality of the votes (*i.e.* a majority of the votes cast) for the office on the new recognized party's ballot, for which the person is a candidate,
 - candidate of a party qualified for continued representation on the official ballot, unless the candidate received a number of votes equivalent to at least the same number of signatures required by A.R.S. § 16-322 for nominating petitions for the same office,
- issue certificates of election for each candidate receiving the highest number of votes. [A.R.S. § 16-645]

Clerk of the Board

Upon the candidates' compliance with the provisions imposed upon candidates by law, the clerk of the board of supervisors shall deliver:

- certificates of nomination after the primary election,
- certificates of election after the general election, and
- certificates of election to those elected or appointed in accordance with A.R.S. §§16-822(B), 48-892(D)(4), 48-1012(E), 48-1208(A), 48-1404(B), 48-1908(C), 48-2010(A), 48-2107(A) and 48-2208(D).

[A.R.S. § 16-647]

Secretary of State

After canvassing the **primary election** returns, the secretary of state shall:

- issue certificates of nomination to those candidates who receive the largest number of votes for each office, in each political party,

- issue certificates to the appropriate number of candidates receiving the largest number of votes, where more than one candidate is necessary for an office,
- issue certificates to candidates for:
 - U.S. senator,
 - U.S. representative in Congress, and
 - all state offices, including the legislature.

After canvassing the **general election** returns, the secretary of state shall:

- declare elected the person receiving the highest number of votes cast for each office listed above and
- deliver to each newly-elected person a signed, sealed certificate of election.

The exceptions for write-in candidates listed above also apply to certificates issued by the secretary of state.

[A.R.S. § 16-645 & 16-650]

PROCLAMATION BY GOVERNOR ON CONSTITUTIONAL AMENDMENTS, INITIATIVES AND REFERENDA

After completion of the canvass by the secretary of state, the governor shall issue a proclamation that:

- declares the number of votes cast for and against each proposed constitutional amendment, initiative and referendum
- declares, as law, any amendments or measures, which are approved by a majority of those voting

AUTOMATIC RECOUNT

Determining Whether Recount is Required

A recount of the vote is required when the canvass of returns in a primary or general election shows that the margin of votes for a particular office, or between the number of votes cast for and against initiated or referred measures or proposals to amend the Constitution of Arizona, is less than or equal to the lesser of the following:

- 1/10 of 1% of the total number of votes cast for both such candidates or upon such measures or proposals,
- 200 votes for an office to be filled by state electors and for which the total number of votes cast is more than 25,000,

- 50 votes in the case of an office to be filled by state electors and for which the total number of votes cast is 25,000 or less,
- 50 votes or less in the case of a member of the legislature,
- 10 votes in an office to be filled by the electors of a county or subdivision thereof,
- 1/10 of 1% of total votes cast or 200 votes in the case of an initiated or referred measure to amend the Constitution of Arizona.

[A.R.S. § 16-661(A)]

There are **no** automatic recounts in elections for:

- precinct committeemen
- school district governing boards
- community college district governing boards
- fire district boards, chiefs or secretary-treasurers
- boards of other special taxing districts
- presidential preference elections

[A.R.S. §§ 16-661(B) & 16-249(B)]

Method of Recount

Ballots shall be recounted on an electronic voting system programmed by the secretary of state. The secretary of state may designate the county board of supervisors to perform the duties assigned to the secretary of state, if the recount is for an office other than board of supervisors.

If the election for office of the secretary of state is contested, the electronic voting system shall be furnished and programmed at the direction of the governor.

The programs used shall not be the programs submitted to the secretary of state and used in the initial tabulating of the votes.

PROCEDURES TO ASSIST DISABLED VOTERS

Registration and Voting Information

Signs explaining assistance available for disabled voters must be posted at permanent registration facilities and polling places. Temporary or permanent signs shall be:

- posted on stakes or taped to corridor walls to provide reasonable guidance to reach the voting area
- in large (at least 16 point) clear lettering
- on a contrasting background color

- at a recommended height of 60 inches

Postcards or forms on which individuals may identify themselves as having accessibility needs for voting and requesting consideration of those needs at their polling places shall be attached to or distributed with the voter registration form. Printed materials shall be provided:

- at the time of registration
- at the time of notification pursuant to A.R.S. § 16-163(B)
- on all sample ballots

advising voters where they may call to:

- ensure accessible voting
- report instances of inaccessibility
- obtain materials in other formats in which information is available

The secretary of state shall prepare and disseminate information **60 days before** an election, by public notice, in a manner calculated to reach:

- seniors, age 65 or more
- disabled persons
- self-identified voters, and
- others who request information including:
 - deadlines for registering
 - availability of registration and voting aids
 - how to vote early
 - sample ballot availability
 - types of assistance available at the polling place

Voting and registration information shall also be available, upon request with reasonable advance notice, in:

- large print
- Braille
- audio cassette tape
- computer disk in a format available on the jurisdiction's computer equipment

A voter may make a standing request to receive information in a particular format.

Each county recorder and/or officer in charge of elections shall:

- maintain a usable telecommunication device for hearing-impaired persons (TDD)
- publish the telephone number
- provide personnel trained to operate the device

Beginning on January 1, 2006, the board of supervisors shall provide at each polling place at least one device that complies with the help America vote act 2002 (P.L. 107-252) and that is certified by the secretary of state for use by voters with disabilities.

[A.R.S. § 16-447(A)]

Accessibility

Inspection shall be conducted for all permanent voter registration facilities to ensure that there are a reasonable number of accessible facilities which may include:

- recorder's office
- city clerk's office
- justice of the peace office
- political party headquarters
- league of women voters' offices

Polling places must be accessible, or temporary measures shall be taken to make the polling place accessible if such a site is available in the precinct. If no building is accessible, the alternate site assigned for disabled voters must be accessible.

Each county shall conduct a uniform inspection of all polling places to ensure compliance with minimum standards set out below. Counties shall have procedures for inspection of each polling place before each election or provisions in contracts with polling places requiring a contact person to inform the county if a polling place's accessibility has been altered prior to an election.

Parking

An accessible parking space shall meet the following specifications:

- a paved surface
- a slope no greater than 1:50
- a minimum width of 13 feet
- two adjoining accessible spaces may share a common 60 inches access aisle for a combined width of 21 feet
- shall be designated and reserved by signs bearing the international symbol of access
- shall be located nearest to an accessible building entrance to the building that normally serves the polling place

As a minimum, two accessible spaces are recommended. Where more than one accessible entrance serves the polling place, accessible parking shall be provided at each entrance.

Walkways and Pathways to Building

Accessible walks shall meet the following specifications:

- constructed of a stable, firm, slip-resistant material
- a minimum clear width of 36 inches
- a minimum headroom, at any point, of 80 inches
- a maximum slope of 1:50
- shall have no vertical level change, such as a joint between materials, greater than $\frac{1}{2}$ inches in height
- vertical level changes over $\frac{1}{4}$ inches shall be beveled

Walkways with a greater slope than 1:50 are considered ramps and shall meet the requirements set forth below.

Ramps

Accessible ramps shall meet the following specifications:

- a minimum clear width of 36 inches and a maximum slope of 1:12
- the maximum vertical rise for a continuous ramp, uninterrupted by level landings, is 30 feet
- any ramp, except a curb cut with a length of more than 72 inches or a rise of more than six inches, shall have hand rails on both sides, mounted at a height between 30 inches and 34 inches
- ramps shall have a slip-resistant surface

Elevators

Elevators necessary for reaching the voting area shall meet the following specifications:

- the elevator door shall have a minimum width of 36 inches
- the cab shall have minimum interior dimensions of 68 inches width by 51 inches depth
- the controls for the elevator shall be accessible and no higher than 48 inches
- floor designations on the control panel shall be in raised characters and Braille

Doors

The entrance door shall meet the following specifications:

- provide a minimum clear opening of 32 inches—this width is measured from the face of the door, open to the 90 degree position, to the face of the strike side stop
- the force required to open the door shall not exceed 5 pounds pull—excessive opening force is usually the result of the weight of the door and/or the tension applied by closures or similar devices
- adequate maneuvering space to allow voters with restricted mobility to operate the door—this requires a level, clear area on both sides 60 inches by 60 inches plus an additional clear space of at least 18 inches on the latch side for opening maneuverability
- the threshold for the entrance door shall have a total height of no more than ½ inch and the profile must be beveled at a slope no greater than 1:2 **(See Diagram on Page 193)**

Corridors and Passageways

Corridors and passageways shall meet the following specifications:

- minimum width of 36 inches, except at doors or cased openings where the minimum width shall be no less than 32 inches
- minimum headroom in a corridor or passageway of 80 inches

Interior Ramps

Interior ramps in the route between the entrance of the voting area shall meet the same requirements as exterior ramps for minimum width, maximum slope, level landings and handrails.

Stairs

Interior stairs between the entrance to the voting areas shall meet the same requirements as exterior stairs in terms of risers, treads, nosings and handrails.

Seating

Each polling place shall include seating to allow voters to wait to enter the voting booth. A minimum of two seats is recommended.

Booths and Equipment

At least one voting booth in each polling place shall be accessible. This requires:

- the clear area in the voting booth shall be no less than 30 inches by 48 inches
- the preferred arrangement provides a knee space 27 inches high below the counter or ballot machine to allow front wheelchair approach
- an alternative arrangement provides a clear area parallel to the ballot or counter and sufficient room to maneuver a wheelchair to this position

The voting machine shall:

- be capable of operation by individuals with limited manual dexterity or hand control
- have manual controls placed no higher than 54 inches on side approach
- shall not require tight grasping or pinching
- be accompanied by written information displayed in large (at least 16 point) lettering

Resources for the Sight Impaired

Each polling place shall have at least one magnifying instrument.

The secretary of state shall provide each county with at least one large print version of the publicity pamphlet for each polling place and each early voting site for a statewide election. The officer in charge of elections shall provide at least one large print version of county publicity pamphlets to each polling place and early voting site.

Beginning on January 1, 2006, the board of supervisors shall provide at each polling place at least one direct recording electronic system for voters with disabilities for each polling place that is certified by the secretary of state for use by voters with disabilities.

[A.R.S. § 16-447(A)]

Lighting

Adequate lighting shall be provided inside and outside the polling place. The interior and exterior routes from the vehicular access locations to the voting areas shall be adequately lit to ensure safe travel for voters.

Rest Stops

For voters with limited strength and stamina or restricted mobility, periodic rest stops with seats or benches should be available at each polling at intervals of approximately 200 feet along the route from the vehicular access location to the voting room.

Every effort should be made to provide an accessible route to the polling place that is less than 200 feet from the parking or passenger unloading areas.

Alternative Voting: Inaccessible Polling Place

Alternative means of voting shall be used only at those polling places determined by the county officer in charge of elections to be inaccessible:

- when no accessible sites are available, *and*
- no temporary measures can make them accessible.

When the officer in charge of elections determines that no accessible polling place is available, all voters in the precinct shall be notified in advance:

- that the polling place selected for their precinct is inaccessible, and
- the reason or reasons for inaccessibility.

The following alternative means of voting shall be offered to seniors or disabled voters if their polling place is inaccessible:

- **Reassignment** to an accessible polling place in a precinct with the same ballot as the senior or disabled voter's precinct
- **Assistance** be provided by:
 - a person of the voter's choice, *or*
 - two election officials of different political parties
- **Early voting**
- **Curbside voting** --The following guidelines are established for curbside voting:
 - A sign shall be posted at or near the accessible parking spaces:
 - stating that the polls are inaccessible,
 - asking the voter to relay a message through a companion or other nearby person, to the precinct election board, that the voter wishes to vote,
 - providing a telephone number to call for additional information.

The marshal, using the precinct register, shall:

- verify the registration status of the senior or disabled voter, and
- notify the inspector.

The inspector shall direct the two judges to proceed curbside with an appropriate ballot and permit the voter to privately vote his/her ballot after having signed the signature roster, then place the voted ballot in a secrecy sleeve.

The judges shall:

- return to the voting area, and

- present the ballot to the inspector.

The inspector shall deposit the ballot in the optical scan unit.

- **Special Election Board** conducted pursuant to A.R.S. § 16-549 upon receipt of a verbal or signed written request.

TERMINOLOGY

ACCESSIBLE VOTING SYSTEM

Any voting system with adaptable technology making it accessible to individuals with disabilities, including a direct recording electronic voting system (DRE).

BALLOT

The document on which a voter records votes. Ballots may be paper or cardstock.

BALLOT REPORT

The ballot report is prepared in duplicate and is an accounting of ballots received at the polling place, the number spoiled, the number of unused ballots to be returned, the number used for voting, the ballots requiring verification and an explanation of any discrepancies.

BALLOT TRANSFER CONTAINER

A container made of a durable material in which voted ballots are sealed and transported to the central counting place.

CENTRAL COUNTING PLACE

The location where the ballots and other materials are received from the precinct and prepared for tabulation.

COMPUTER OR COMPUTER SYSTEM

An electronic and electromechanical system composed of a central processing unit (C.P.U.) which performs the arithmetic, logic, and control functions and input/output (I/O) units such as console terminals, printers, magnetic storage media, disk drives, etc. I/O units and their controllers may not be included in the same physical unit as the C.P.U. but may connect to the C.P.U. by electronic cables.

CONSOLE TERMINAL

An I/O unit of a computer system that is used by the operating staff to control the various functions of the system.

CUMULATIVE REPORT

A printed report showing the number and percentage of votes received for all of the candidates and issues in the election which have been processed by the computer.

DAMAGED BALLOT

A damaged ballot is a ballot that has been torn or crumpled or for some other physical reason cannot be fed into the optical scan tabulation equipment.

DEMONSTRATOR BALLOT

Marked "for demonstration use only" on ballot. These ballots shall be of a different color than any other ballots used in that election.

DISK DRIVE

An I/O unit of a computer system on which data can be magnetically recorded. Large volumes of data can be stored and retrieved either sequentially or in random or direct access mode.

DUPLICATE BALLOT

Used by the duplication board to reproduce properly voted damaged ballots, ballots cast by military and overseas voters that are received by facsimile, or to correct an overvote.

EARLY VOTING

Beginning 33 days before the election, voters may vote by mail or at places designated by the county recorder. Early voting does not require a reason or a witnessed signature. For the presidential preference election, early voting begins 15 days before the election.

EARLY VOTING AFFIDAVIT

Early ballots shall be accompanied by an envelope bearing upon one side a printed affidavit in substantially the form prescribed by A.R.S. § 16-547(A).

ELECTION BOARDS

The election boards and their functions are described in detail throughout this manual. All election boards are instructed in the performance of their duties, sworn to uphold the election laws of Arizona and paid from public funds. No candidate, or the spouse, child or parent of a candidate, for any office on the ballot, except precinct committeemen, may serve on an election board. The inspector, marshal and judges for precinct election boards are qualified electors of the two largest political parties in Arizona. Any registered voter in the election precinct, or in another election precinct if there are not sufficient persons available in the election precinct for which the clerks are being appointed, may be appointed as clerk. In non-partisan elections, election board members shall be appointed without consideration of political party.

ELECTION PROGRAM

An election program is an electronic file or files that contain information about an election including those used by election management software to lay out ballots and program tabulating equipment (also known as an election database).

ELECTRONIC VOTING SYSTEM

A system in which votes are recorded on ballots by means of marking or by direct electronic recording (touch pads). The votes are counted and tabulated by the vote tabulating equipment using Accessible Voting System and optical scan equipment at one or more counting places.

INACTIVE VOTERS

A list that is created pursuant to A.R.S. §16-166 of voters to whom voting materials (except sample ballots) were mailed but returned as undelivered.

MEMORY STORAGE DEVICE

A device inserted in an optical scan or Accessible Voting System unit that tabulates and records results.

OFFICER IN CHARGE OF ELECTIONS

An election officer charged with duties relating to the conduct of elections as prescribed in the Arizona Revised Statutes.

OFFICIAL CANVASS

The official record of the election containing: the number of ballots cast in each precinct and in the county; the number rejected in each precinct and in the county; the titles of the offices voted for and the names of the persons (with party designations, if any) of each person elected to fill the offices; the number of votes by precinct and county received by each candidate; the numbers and a brief title of each proposed amendment or measure voted on; and the number of votes by precinct and county for and against each proposed amendment or measure. When certified by the secretary of state, board of supervisors or other officer in charge of elections, the report constitutes the official canvass of each precinct or election district.

OPTICAL SCAN EQUIPMENT/OCR—OPTICAL CHARACTER RECOGNITION UNIT

Electronic vote tabulation equipment, certified by the secretary of state pursuant to A.R.S. § 16-442, which “reads” and records the votes on marked paper ballots. A system using paper ballots read by a precinct based optical scan unit.

OVERVOTE

An overvote occurs when a voter votes on the official ballot for more candidates than the number to be elected for the specific office or when a voter selects the correct number of candidates on the official ballot and also writes in a candidate's name for the same office.

PAPER BALLOT

A piece of paper listing offices, candidates and ballot measures on which voters may indicate their choices. These ballots may be hand-tallied or scanned.

POLL LIST

The poll list is a blank form which is filled out by a clerk at the precinct polling place during election day and by a clerk of the early board. Each election clerk enters the names of all persons who vote in the precinct polling place in the consecutive order in which these persons sign the signature roster copy of the precinct register.

POLLING PLACE

The location where voters vote within a precinct.

PRECINCT

A predetermined geographical area within which registered voters reside.

PRECINCT REGISTER

The precinct register is a listing of all registered voters within a precinct as of the date of voter registration cut-off. Precinct registers are printed in the number of copies required for a specific election and include the names of all persons qualified as registered electors for such election. An "inactive voters" list created pursuant to A.R.S. §16-166 accompanies the precinct register.

PRECINCT REPORT

A computer generated report showing the number and percentage of votes received for each candidate and issue within a precinct.

PRINTER

An output unit of a computer system which receives data from the C.P.U. and prints, as directed.

PROCEDURES MANUAL

The manual prepared pursuant to A.R.S. §16-452 for the conduct of elections using an approved electronic voting system, including, but not limited to, detailed instructions for the performance of each task relating to the collection of ballots and counting of votes in a manner which will provide maximum security, efficiency, accuracy, impartiality and uniformity.

PROVISIONAL BALLOT

A ballot that is cast by a voter whose name does not appear on the signature roster or inactive list and the voter has not moved; the voter has moved within the precinct; the voter has moved to a new precinct within the county and failed to notify the county recorder of the change of address; the voter was issued an early ballot and did not vote his/her early ballot; or the voter has changed his/her name and did not notify the county recorder of the name change.

SAMPLE BALLOT

Ballot layout containing names of candidates and issues as they appear on the ballot. This layout may be in the form of one large sheet of paper or as a booklet. One sample ballot is sent to each household containing a registered voter at least 11 days before all primary and general elections.

SEAL PADLOCK

Small, numbered, plastic seal secured by pressing together interlocking parts as with an ordinary padlock. This device is used to seal a ballot transfer container, or with optical scan unit or Accessible Voting System unit, to seal the memory device in the unit.

SECRECY SLEEVE

May be used to maintain the secrecy of voter's optical scan ballot.

SENIOR

A person 65 years of age or more [A.R.S. § 16-581]

SIGNATURE ROSTER

The signature roster is one of the copies of the precinct register. The signature roster copy of the precinct register differs from other copies of the registers in that it contains a space in which each registered elector who wishes to vote signs his or her name before being issued a ballot.

SNAG BOARD

The board appointed to resolve any problems that may be detected by any of the other central counting place boards.

UNREADABLE BALLOT

An unreadable ballot is a ballot that has been marked by the voter, but which has been marked with a device that the optical scan equipment cannot read, such as red or green ink, or in any other manner that clearly indicates the intent of the voter, but which cannot be read by the optical scan equipment. This includes ballots where a mark has been placed in the timing marks or any other part of the ballot that renders the ballot unreadable.

VOTE

A vote is correct and countable:

For candidate positions: when the voter has connected an arrow or filled in an oval that corresponds to one candidate per elected position, or has written a person's name in the appropriate write-in space and connected the arrow or filled in the oval that corresponds to the write-in candidate position on the ballot.

For ballot propositions: has connected an arrow or filled in an oval that corresponds to one position, either affirmative or negative.

For DRE Voting: After inserting the voting access card into the voting unit, the voter selects his/her choice by touching the boxes on the screen adjacent to his/her choices. Upon completion of voting the entire ballot, the voter selects "cast ballot" to cast the votes.

VOTE TABULATING EQUIPMENT

Apparatus to count votes as marked on ballots or mark-sensitive paper, and tabulate the results. This requires a computer and supportive equipment and software.

VOTING AREA

One or more precincts combined pursuant to A.R.S. §§ 16-411(B) and 15-403(E) and reported as a single entity.

WRITE-IN

The ballot contains a space for the voter to write in the candidate's name not listed on the ballot.

ELECTION REPORTING

Election Night Reporting

Upon Initial tabulation of election results, and additionally as new results are tabulated, the counties will communicate election results to the secretary of state in an agreed upon electronic format using an application supplied by the secretary of state. Keep in mind that results may not be released before 8:00 PM on election day, or until all polls are closed, whichever occurs first.

Election Canvass Reporting

Counties shall communicate their official canvasses to the secretary of state in an electronic format determined by the secretary of state.

Auditable Formats Internet Transmission

Voter registration rolls, in whole or in part, contain confidential information of the voter, yet voter registration rolls are public record available for inspection.

Voter registration rolls may be communicated via Internet transmission when there is reasonable assurance the information is communicated point to point without interception between the office of the recorder and the receiving party.

In order to communicate information via Internet transmission the process must include:

- Reasonable authentication of identity of the party in which the data is being shared.
- Use of encryption technology to ensure only the authorized party may access to the information.
- Use of encryption technology to ensure integrity during transmission and prevent unauthorized interception of the transmission.
- Auditable evidence the information was shared with only the authorized party(ies).

It is assumed that once information has been shared, the receiving parties approach the handling of the voter registration rolls with the same tenacity as the county recorder's office.

Identification

Authorizing parties to share voter registration rolls requires identity authentication comparable to a notary acknowledgement process. This requires written proof of identity usually in the form of a government issued identification card or a certificate of existence. In public mediums, such as the Internet, the infrastructure for authenticating identity does not readily exist. E-commerce relies heavily on the identity based in credit cards for commercial transactions, however, once the information is shared, there is no means to retract the information if the credit card presented is unauthorized. Thus, the only form of electronic authentication authorized for this information sharing process is either an out-of-band confirmation of identity, such as an in-person meeting or postal verification return (notarized), or a government issued electronic identification or certificate of existence where appropriate.

Encryption

All encryption technologies "weaken" as time progresses. Since this process is intended to share the information with a party other than the keeper of the authoritative records (the county recorder), it can be assumed the strength of the encryption technology only be relative to the current trends and practices for technology at the time of the transmission. When encrypting the information for transmission, choose an encryption routine that has no less than 56-bit strength, however 128-bit strength is recommended.

Encryption technology is also no stronger than its weakest link. Processes based on strong encryption, but exchange the keys in clear text mediums such as email are very weak in complete process risk evaluation. Therefore, the key exchange process for providing access is just as important as the encryption. Ensure the integrity of your identification and access by exchanging the encryption/decryption keys in secure formats, such as out-of-band communication like postal service or telephone.

Sharing should also be accomplished through virtual private networking (VPN) or secured socket layer (SSL). These mediums provide reasonable assurance the information gets from point to point without the possibility of interception. When using these technologies, the weakest link becomes the encryption cipher length (128 bit recommended) and again the exchange of the access control keys.

Auditability

The ability to prove auditability requires the ability to evidence the history of the information's existence around the point of sharing. Proper history should be able to detect the *actions* around the life cycle of that information release. In general, this means a structured process for creating the information, storing the information, authorizing access to the information, access to that information, and finally disposing of the information.

The evidence for auditability of the information sharing process is retained in the system audit logs, the access control lists, and the information itself. This may be an aggregate of system-generated logs, paper based logs and computer based logs.

System audit logs should be able to show time stamped activity around:

- creation of the information,
- to whom and when transmitted,
- method of authentication and encryption.

An auditable format is achieved when inspection of these logs can explain the *who*, *what*, *when*, *where* and *how* information was shared from the authoritative keeper of the voter registration roll.

Logs depicting this supervised access by outside parties should be kept for a minimum of four years.

In addition, the following is a list of Meta information about the information being shared. The Meta information helps organize the log formats and the access to the information, and helps later identify the source of the information:

- unique identifier
- indicator of authority version
- author / organization information
- creation date
- document description
- identification of originating system
- protection method
- media type/format
- data classification

Voter Registration / Duplicate Match Information

VOTER REGISTRATION DAILY FILE REQUIREMENTS

Each county will electronically transmit a daily voter registration file to the secretary of state. The voter registration file will contain records that are new, changed, or deleted since the last submission. As a result of the secretary of state receiving a daily file from each county, the secretary of state will process the files against the motor vehicle division's driver license database, check for duplicate identities and voter registrations, and check the U.S. district court felony notifications received by the secretary of state pursuant to the National Voter Registration Act of 1993. The secretary of state will then return a file and report each day to the county recorder that clearly states the status of each new or changed record as well as a recommended action that should be taken for each voter.

County file specification format

- file format (CSV, SDF, OR XML)

DATA FILE FIELDS

The following are all of the fields to include in the daily voter registration file. The county must supply all of the fields that are labeled as “required”.

- last name (required)
- first name (required)
- middle name
- suffix (jr., sr. iii, etc.)
- date of birth (required)
- birthplace (required)
- parent (father’s name or mother’s maiden name)
- former name
- drivers license # (required)
- social security # (4 to 9 digits, we only care about last 4) (required)
- Indian census number
- party (required)
- occupation
- poll worker status
- mailing address (required)
- mailing city (required)
- mailing state (required)
- mailing zip (required)
- residence address (required)
- residence city (required)
- residence state (required)
- residence county (required)
- residence zip (required)
- telephone
- precinct (required)
- county assigned voter ID (required)
- date of registration (required)
- registration status (active / inactive / cancelled) (required) (restored)
- NVRA source (required)
- last modified date (required)
- restriction status (required)
- record status (A=add, C=change, and D=delete)
- phone number

NOTE RE: CONSOLIDATED ELECTIONS:

Each county board of supervisors must send notice of each consolidated election to jurisdictions within its borders that are subject to consolidation. A.R.S. § 16-205(A). The notice must go out at least 180 days before each consolidated election date.

2004 statewide primary & general election dates are in **BOLD**

Statutory cite * - statute that discusses event does not specify date

** - advisory date; no statutory reference to event

SCHEDULE OF EVENTS

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
11/5/2003	PPE-90	SOS	Procedure Manual to Governor and Attorney General for Approval	16-452
11/20/2003	MayE-180	REC	Deadline BOS 180 day notice May 18, 2004 Election	16-205
11/20/2003	PPE-75	SOS	Deadline for filing Petitions for Recognition of New Party in PPE	16-245
11/25/2003	NovE+21	SOS	Begin filing period for Post-General Report - November 4, 2003 Election - for standing committees - Report covers October 16, 2003 - November 24, 2003	16-913(B)(C)(K), 16-916(D)
11/25/2003	PPE-70	SOS	Begin to accept Candidate Nomination Papers for PPE	16-242(B)
12/1/2003	Dec 1	BOS	Establish new election precincts	16-411
12/4/2003	NovE+30	SOS	Deadline for filing of Post-General Report - November 4, 2003 Election - for standing committees - Report covers October 16, 2003 - November 24, 2003	16-913(B)(C)(K), 16-916(D)
12/24/2003	PPE-40	SOS	Deadline for filing PPE Candidate Nomination Papers	16-242(B)
12/29/2003	PPE-36	SOS REC	Mail certified lists of all candidates qualified for PPE ballot to recorders to send with special write-in early ballots	16-246(B)
12/31/2003	Dec 31	SOS CCEC	End of Exploratory Period for Legislative Candidates	16-961(B)2
1/1/2004	1/1/2003	SOS CCEC	Begin of qualifying period for CCEC legislative candidates - January 1, 2004 through August 18, 2004	16-961 (B)3

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
1/1/2004	Jan 1	SOS REC	Voter Registration Report	16-168(G)
1/1/2004	Jan 1	SOS CCEC	Begin qualifying period for legislative candidates	16-961(B)3
1/1/2004	Jan 1	SOS	Begin filing Public Officers Annual Financial Disclosure Statement	38-542(D)
1/1/2004	Jan 1	SOS	Begin filing period for January 31 Report Campaign finance report - Report covers November 26, 2002 - December 31, 2003	16-913(C), 16-916(D)
1/1/2004	Jan 1	SOS	Begin filing period for January 31st Report - standing committee campaign finance report - Report covers January 1, 2003 - December 31, 2003	16-913(B)(C)(K), 16-916(D)
1/4/2004	PPE-30	SOS	Issue Procedures Manual	16-452(B)
1/5/2004	PPE-29	REC	Deadline to register to Vote in PPE	16-120
1/19/2004	PPE-15	REC	Begin to accept Early Ballots for PPE	16-246
1/30/2004	Jan 31	SOS ELEC	Deadline for Public Officers to file Annual Financial Disclosure Statement	38-542(D)
1/30/2004	Friday before PPE	REC	Last Day to Vote Early - PPE	16-246(C)
2/1/2004	Beginning of February	SOS	Begin meetings with SPO	**
2/2/2004	Jan 31	SOS	Deadline for filing of January 31st Report - campaign finance report - Report covers November 26, 2002 - December 31, 2003	16-913(C), 16-916(D)
2/2/2004	Jan 31	SOS	Deadline for filing of January 31st Report - standing committee campaign finance report - Report covers January 1, 2003 - December 31, 2003	16-913(B)(C)(K), 16-916(D)
2/2/2004	Feb 1	SOS	Begin bid process for printing publicity pamphlet	**
2/2/2004	Feb 1	SOS	Begin entering text of ballot measures	**
2/2/2004	Feb 1	SOS	Begin work with Spanish Translator for Ballot Measures	**
2/3/2004	PPE	ALL	Presidential Preference Election	16-241
2/9/2004	MarE-29	REC	Deadline for voter registration March 9, 2004 Election	16-120
2/16/2004	Second Monday after PPE	SOS	Canvass of PPE	16-249

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
2/19/2004	MarE-19	SOS	Begin filing period for March Pre-Election Report - March 9, 2004 Election - for standing committees - Report covers January 1, 2004 - February 18, 2004	16-913(B)(C)(K), 16-916(D)
2/19/2004	MarE-19	SOS	Begin filing period for March Pre-Election Report - March 9, 2004 Election - Campaign finance report covering January 1, 2004 - February 18, 2004	16-913(B)(C)(K), 16-916(D)
2/26/2004	MarE-12	SOS	Deadline for filing of March Pre-Election Report - March 9, 2004 Election - for standing committees - Report covers January 1, 2004 - February 18, 2004	16-913(B)(C)(K), 16-916(D)
2/26/2004	MarE-12	ELEC	Deadline for filing of March Pre-Election Report - March 9, 2004 Election - Campaign finance report covers January 1, 2004 - February 18, 2004	16-913(B)(C)(K), 16-916(D)
3/1/2004	March 1	SOS ELEC	Calculate candidate signature requirements	16-168(G), 16-322(B)
3/1/2004	March 1	SOS REC	Voter Registration Report	16-168(G)
3/1/2004	March 1	REC	Place voters in new precincts	16-412
3/9/2004		ALL	March 9, 2004 Election	16-204
3/11/2004	PE-180	REC	Deadline BOS 180 day notice September 7, 2004 Election	16-205
3/11/2004	PE-180	REC	Last day to submit New Party Petitions to County Recorders for signature verification	16-803(B)
3/30/2004	MarE+21	SOS	Begin filing period for March Post-Election Report - March 9, 2004 Election - for standing committees - Report covers February 19, 2004 - March 29, 2004	16-913(B)(C)(K), 16-916(D)
3/30/2004	MarE+21	ELEC	Begin filing period for March Post-Election Report - March 9, 2004 Election - Campaign finance report covers February 19, 2004 - March 29, 2004	16-913(B)(C)(K), 16-916(D)
4/8/2004	MarE+30	SOS	Deadline for filing of March Post-Election Report - March 9, 2004 Election - for standing committees - Report covers February 19, 2004 - March 29, 2004	16-913(B)(C)(K)

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
4/8/2004	MarE+30	SOS	Deadline for filing March Post-Election Report - March 9, 2004 Election - Campaign finance report covers February 19, 2004 - March 29, 2004	16-913(B)(C)(K), 16-916(D)
4/19/2004	MayE-29	REC	Deadline for voter registration May 18, 2004 Election	16-120
4/20/2004	PE-140	SOS	Last day to file New Party Petitions for Primary Election	16-803
4/29/2004	MayE-19	SOS	Begin filing period for May Pre-Election Report - May 18, 2004 Election - for standing committees - Report covers March 30, 2004 - April 28, 2004	16-913(B)(C)(K), 16-916(D)
4/29/2004	MayE-19	SOS	Begin filing period for May Pre-Election Report - May 18, 2004 Election - Campaign finance report covering March 30, 2004 - April 28, 2004	16-913(B)(C)(K), 16-916(D)
5/1/2004	May 1	SOS	Assign Proposition Numbers to Referenda sent by legislature / Begin Spanish translations	**
5/6/2004	May 6	SOS	Begin drafting Yes/No & descriptive title language	**
5/6/2004	GE-180	REC	Deadline BOS 180 day notice November 2, 2004 Election	16-205
5/6/2004	MayE-12	SOS	Deadline for filing of May Pre-Election Report - May 18, 2004 Election - for standing committees - Report covers March 30, 2004 - April 28, 2004	16-913(B)(C)(K), 16-916(D)
5/6/2004	MayE-12	SOS	Deadline for filing of May Pre-Election Report - May 18, 2004 Election - Campaign finance report covers March 30, 2004 - April 28, 2004	16-913(B)(C)(K), 16-916(D)
5/10/2004	PE-120	SOS	Send notice of offices up for election	16-202
5/10/2004	PE-120	SOS	Begin to accept partisan primary candidate nomination petitions and papers	16-311, 16-314, 16-905, 38-541
5/10/2004	PE-120	SOS	Begin to accept "nomination other than by primary" and "Independent" candidate nomination petitions and papers	16-341
5/10/2004	PE-120	SOS	Begin to accept Presidential Elector Nomination Papers	16-344
5/18/2004	18-May	REC	May 18, 2004 Election	16-204
5/30/2004	PE-100	ELEC	Order ballot cards for primary election	16-508*
5/31/2004	May 31	SOS	Meet with Tri-County Navajo Outreach Workers	**

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
6/1/2004	June 1	SOS	Begin filing period for June 30 Report - standing committee campaign finance report - Report covers January 1, 2004 - May 31, 2004	16-913(B)(C)(K), 16-916(D)
6/1/2004	June 1	SOS	Begin filing period for June 30 Report - Campaign finance report covering January 1, 2004 - May 31, 2004	16-913(B)(C)(K), 16-916(D)
6/6/2004	PE-93	REC	Begin to accept requests for early ballot. Uniformed services voters or overseas voters can request ballots and special write-in early ballots before this date.	16-542(A)(B), 16-543.01
6/6/2004	PE-93	REC	Begin to accept requests for assistance by special election board due to "continuing" illness	16-549*
6/8/2004	MayE+21	SOS	Begin filing period for May Post-Election Report - May 18, 2004 Election - for standing committees - Report covers April 29, 2004 - June 7, 2004	16-913(B)(C)(K), 16-916(D)
6/8/2004	MayE+21	SOS	Begin filing period for May Post-Election Report - May 18, 2004 Election - Campaign finance report covers April 29, 2004 - June 7, 2004	16-913(B)(C)(K), 16-916(D)
6/9/2004	PE-90	SOS ELEC	Deadline for accepting "nomination other than by primary" candidate filing nomination petitions and papers	16-341
6/9/2004	PE-90	BOS	Accept lists submitted by party chairmen of election board nominees	16-531(A)
6/9/2004	PE-90	SOS	Deadline for partisan primary candidate nomination petitions and papers	16-311, 16-314, 16-905, 38-541
6/9/2004	PE-90	SOS	Deadline for Presidential Electors to file Nomination papers	16-344
6/17/2004	MayE+30	SOS	Deadline for filing of May Post-Election Report - May 18, 2004 Election - for standing committees - Report covers April 29, 2004 - June 7, 2004	16-913(B)(C)(K), 16-916(D)
6/17/2004	MayE+30	SOS	Deadline for filing of May Post-Election Report - May 18, 2004 Election - Campaign finance report covers April 29, 2004 - June 7, 2004	16-913(B)(C)(K), 16-916(D)
6/19/2004	PE-80	BOS	Post lists of polling places for all precincts including polling place changes submitted to DOJ	16-411(G)

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
6/23/2004	PE-76	SOS ELEC	Deadline for challenges to nomination petitions	16-351
6/24/2004	PE-75	BOS	Start preparation of submission to U.S. Justice Department of changes	**
6/30/2004	June 30	SOS	Deadline for filing of June 30 Report - standing committee campaign finance report - Report covers January 1, 2004 - May 31, 2004	16-913(B)(C)(K), 16-916(D)
6/30/2004	June 30	SOS	Deadline for filing of June 30 Report - Campaign finance report - Report covers January 1, 2004 - May 31, 2004	16-913(B)(C)(K), 16-916(D)
7/1/2004	GE-(4 months and 1 day)	SOS	Assign Remaining Proposition Numbers	**
7/1/2004	GE-(4 months and 1 day)	SOS	Deadline for filing initiative petitions	Const. Art. IV § 1(4)
7/5/2004	GE-120	ELEC	Begin to accept non-partisan candidate nomination petitions and papers	16-311(B)
7/7/2004	(PE-9 weeks) +1 day	CCEC	Primary election period begins	16-961(B)(4)
7/7/2004	(PE-9 weeks) +1 day	CCEC	Clean Election Commission payment to candidates	16-951(A)
7/8/2004	July 8	SOS	Submit Yes/No and descriptive title language to Attorney General	**
7/9/2004	PE-60	SOS	Deadline for arguments filed for or against initiative measures or constitutional amendments / Leg. Council Analysis / JLBC Economic Impact Summaries	19-124(A)(B), 19-123(A)6
7/9/2004	PE-60	SOS	Send Yes/No and Descriptive Titles to Spanish and Navajo Translators	**
7/9/2004	PE-60	SOS REC	Mail certified lists of all candidates qualified for primary ballot to recorders to send with special write-in early ballots	16-543(01)(C)
7/9/2004	PE-60	REC	Accept lists of nominees for special election boards from the party chairmen	16-549
7/9/2004	PE-60	BOS	Order parts for voting devices	**
7/15/2004	July 15	SOS	Receive registered voter data from 15 counties	**
7/19/2004	PE-50	BOS	Prepare instruction materials and supplies for classes of instruction	16-532*

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
7/21/2004	PE-48	BOS	Layout ballot pages and master rotation list if rotation is required	16-464*
7/23/2004	PE-46	BOS	Allocate voting devices to precincts	16-447*
7/24/2004	PE-45	BOS	Begin instruction classes for precinct election boards	16-532
7/24/2004	PE-45	BOS	Print election board inspectors' instructions and check list	**
7/24/2004	PE-45	ELEC	Prepare proof of sample ballots and submit to each party county chairmen; mail copy to each candidate; post copy of proof sample ballot in office	16-461
7/25/2004	PE-44	ELEC	Order ballot cards for general election	16-508*
7/26/2004	July 26	SOS	Receive Judicial Performance Review Information (camera-ready)	**
7/29/2004	PE-40	SOS ELEC CLK	Deadline for write-in candidate nomination papers for primary election	16-312
7/29/2004	PE-40	SOS ELEC CLK	Deliver notice of write-in candidates filing nomination papers	16-312
7/29/2004	PE-40	ELEC	Accept suggestions from party chairmen on changes needed due to error or omission in ballot	16-461
7/29/2004	PE-40	BOS	Print sample ballots	16-461
7/29/2004	PE-40	BOS	Include list of eligible write-in candidates in supplies for precinct inspectors	16-312(C)
7/30/2004	July 30 - August 10	SOS	Receive Spanish translations from translator (as completed)	**
8/1/2004	GE-93	REC	Begin to accept requests for early ballot. Uniformed services voters or overseas voters can request ballots and special write-in early ballots before this date.	16-542(A)(B), 16-543.01
8/1/2004	GE-93	REC	Begin to accept requests for assistance by special election board due to "continuing" illness	16-549*
8/2/2004	PE-36	REC	Have styrofoam backers for early ballots	**
8/2/2004	PE-36	BOS	Order voting device, mark punch and conversion chart	**
8/4/2004	GE-90	SOS ELEC	Begin to accept superior, supreme and appellate court judges filings for retention	Const. Art. VI, § 38
8/4/2004	GE-90	ELEC	Deadline for non-partisan candidate nomination petitions and papers	16-311(B)
8/4/2004	GE-90	BOS	Accept lists submitted by party chairmen of precinct election board nominees if applicable	16-531(A)

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
8/5/2004	PE-33	BOS	Print early ballots and deliver to county recorder	16-503, 16-545
8/5/2004	PE-33	REC	Print instructions and envelopes needed for early voting	16-544(B)(2)*, 16-547*
8/5/2004	PE-33	BOS	Print ballots and ballot labels	16-505, 16-545, 16-466, 16-503
8/5/2004	PE-33	REC	Begin to accept ballots from early voters for Primary Election	16-545
8/5/2004	PE-33	REC	Appoint special election boards	16-549
8/6/2004	PE-32	BOS	Accept list submitted from party chairmen of party election observers	16-590*
8/6/2004	PE-32	BOS	Designate location for central counting place boards, precinct boards, early boards data processing boards and receiving site boards	16-532*
8/9/2004	PE-29	SOS REC	Voter Registration Report	16-168(G)
8/9/2004	PE-29	REC	Close voter registration for primary election at midnight	16-120
8/9/2004	PE-29	BOS	Designate location for receiving sites, central counting place, computer center and early processing center	16-532*, 16-551*
8/13/2004	PE-25	BOS	Lay out floor space for receiving sites, central counting place, computer center, and early processing center	**
8/13/2004	PE-25	BOS	Print official and unofficial return envelopes	16-511*, 16-615*, 16-616*
8/13/2004	PE-25	BOS	Print poll lists and instructions to voter signs	16-511*, 16-513*
8/13/2004	PE-25	BOS	Ballot labels ready for voting devices	16-505*, 16-466*
8/13/2004	PE-25	BOS	Print challenge lists and payroll vouchers	16-536*, 16-594*
8/13/2004	PE-25	BOS	Print "no smoking," "vote here," "seventy-five foot limit", "arrow," and "right to vote a provisional ballot" signs	16-513(01)*, 16-515*, 16-563(2)*
8/13/2004	PE-25	BOS	Print duplicate ballot report forms	16-608*
8/14/2004	GE-80	BOS	Post list of polling places for all precincts including polling place changes submitted to DOJ	16-411(G)
8/15/2004	August 15	SOS	Send camera-ready pamphlet to printer (English)	**

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
8/16/2004	PE-22	BOS	Check precinct supplies	16-404*, 16-405*, 16-426*, 16-447*, 16-511-515*
8/17/2004	PE-21	REC	Deliver complete copies of precinct registers to party county chairmen and state chairmen	16-168
8/18/2004	PE-20	SOS ELEC	End pre-primary election reporting period for campaign finance reports	16-913(B)(2)
8/18/2004	PE-20	BOS	Designate polling places except for special district mail ballot elections	16-411(B)
8/18/2004	PE-20	BOS	Appoint all election boards	16-531, 16-535, 16-551
8/19/2004	GE-75	SOS CCEC	End of qualifying period for CCEC statewide and legislative candidates	16-961(B)(3)
8/19/2004	GE-75	CCEC	End of qualifying period	16-961(B)
8/19/2004	GE-75	CCEC	Last day for Candidates to file application for certification for Clean Elections with secretary of state	16-947(A)
8/19/2004	PE-19	SOS	Begin filing period for Pre-Primary Report - September 7, 2004 Primary Election - for standing committees - Report covers June 8, 2004 - August 18, 2004	16-913(B)(C)(K), 16-916(D)
8/19/2004	PE-19	SOS	Begin filing period for Pre-Primary Report - September 7, 2004 Primary Election - Campaign finance report covering June 8, 2004 - August 18, 2004	16-913(B)(C)(K), 16-916(D)
8/19/2004	GE-75	BOS	Schedule classes for precinct boards, receiving site boards, early boards central counting place boards, and data processing boards	16-532*
8/20/2004	PE-18	BOS	Print log books and other forms for receiving sites, central counting place, computer center and early ballot processing center	16-608*
8/20/2004	PE-18	BOS	Outline polling place support plan for election day	**
8/23/2004	August 23	SOS	Printer returns proofs to SOS (English)	**
8/24/2004	PE-14	BOS	Mail notice to party county chairmen as to time and place when voting devices can be inspected	16-447(C)*
8/24/2004	PE-14	BOS	File programs with SOS	16-445

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
8/26/2004	August 26	SOS	SOS returns signed-off proofs to printer / sends Spanish and large print camera-ready pamphlets to printer	**
8/26/2004	PE-12	SOS	Deadline for filing of Pre-Primary Report - September 7, 2004 Primary Election - for standing committees - Report covers June 8, 2004 - August 18, 2004	16-913(B)(C)(K), 16-916(D)
8/26/2004	PE-12	SOS	Deadline for filing of Pre-Primary Report - September 7, 2004 Primary Election - Campaign finance report covering June 8, 2004 - August 18, 2004	16-913(B)(C)(K), 16-916(D)
8/26/2004	PE-68	CCEC	Deadline for CCEC Candidates to present list of persons who made qualifying contributions and original reporting slips to secretary of state	16-950(B)
8/27/2004	PE-11	REC	Deadline for requests for assistance by special election boards due to "continuing" illness	16-549
8/27/2004	PE-11	REC	Deadline for requests for early ballot	16-542(D)
8/27/2004	PE-11	BOS	Mail sample ballots	16-461
8/28/2004	PE-10	BOS	Assemble precinct kits, supplies and materials	16-404* 16-405*, 16-426*, 16-447*, 16-511-515*
8/28/2004	PE-10	REC	Begin to accept requests for assistance by special board due to "unanticipated" illness	16-542, 16-549
8/28/2004	PE-10	REC	Begin to accept requests for early ballots from voters prevented from voting at polls due to an emergency	16-542(F)
8/28/2004	PE-10	REC	Prepare precinct registers	16-168
8/28/2004	PE-10	REC	Provide the names of electors on the inactive voter list to each precinct	16-583*
8/30/2004	PE-8	BOS	Assemble voting devices, punch masks, crimp pages	**
8/31/2004	PE-7	SOS BOS	Perform logic and accuracy tests - notify public 48 hours in advance	16-449
8/31/2004	PE-7	BOS	Complete plans for transfer to alternate computer facility	**
8/31/2004	PE-7	BOS	Complete ballot and supply dispersal plan	16-509*
8/31/2004	PE-7	BOS	Complete receiving site ballot card pick-up plan	**

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
9/2/2004		SOS	Receive Navajo translations from translator / send to vendor for duplication	**
9/2/2004		SOS	Provide registered voter mailing list data to printer	**
9/2/2004		SOS	Printer returns proofs to SOS (Spanish and large print)	**
9/3/2004	GE-60	SOS ELEC	Deadline for superior, supreme and appellate court judges papers filing to run for retention	Const. Art. VI, § 38
9/3/2004	GE-60	REC	Accept list of nominees for special election boards from county chairmen	16-549
9/5/2004	PE-2	BOS	If BOS fails to designate polling places, the justice of the peace may designate polling places	16-411(C)
9/5/2004	PE-2	BOS	Deliver ballots to inspectors	16-509
9/6/2004	PE-1	BOS	Complete instruction classes for precinct boards, early boards, receiving and central counting place boards and data processing board	16-532
9/6/2004	PE-1	BOS	Deliver polling place supplies	16-404, 16-447(D), 16-511*
9/6/2004	PE-1	BOS	Complete post election supply and materials pick-up plan	**
9/6/2004	PE-1	BOS	Complete voter education program - public display of voting equipment	16-406
9/6/2004	PE-1	REC	Deadline for requests for assistance by special board due to "unanticipated" illness	16-549(D)
9/6/2004	PE-1	REC	Deadline for accepting ballots from those prevented from voting at the polls as a result of an emergency occurring between 5:00 p.m. the second Friday preceding the election and 5:00 p.m. Monday preceding the election	16-542(F)
9/6/2004	PE-1	REC	Deliver list of all persons who were issued early ballots to precinct inspectors	16-550(C)
9/6/2004	PE-1	BOS	Deliver list of qualified write-in candidates to inspector to be posted election day	16-312*
9/7/2004	PE	ALL	September 7, 2004 Primary Election	16-201
9/7/2004	PE	REC	Continue delivery of early ballots to early boards until 7:00 p.m.	16-551(C)

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
9/7/2004	PE	REC	Last date for members of U.S. service and family residing outside AZ to register for primary election	16-103
9/8/2004	PE+1	CCEC	Candidates to return monies above sufficient to pay unpaid bills during primary period	16-953(A)
9/8/2004	PE+1	CCEC	General election period begins	16-961(B)(5)
9/8/2004	PE+1	CCEC	Clean Election Commission payment to candidates	16-951(C)
9/13/2004	PE+6	CLK BOS	Deliver certificate of nomination	16-645
9/13/2004	GE-50	SOS REC	Mail certified list of all candidates qualified for general election ballot to recorders to send with special write-in early ballots	16-543(01)(C)
9/13/2004	PE+6	BOS	Deadline to hear early ballot challenges	16-552(E)
9/13/2004	PE+6	BOS	Canvass returns; declare nominated candidates	16-642, 16-645
9/13/2004	GE-50	BOS	Voting device parts on hand	**
9/13/2004	GE-50	BOS	Prepare instruction materials and supplies for classes of instruction	16-532*
9/14/2004	PE+5 business days	REC	Process provisional ballots	16-135, 16-584(E)
9/15/2004	Mid-September	SOS	Meet with Tri-County Navajo Outreach workers (distribute Navajo language tape-recordings)	**
9/15/2004	GE-48	BOS	Layout ballot pages and master rotation lists if rotation is required	16-502
9/16/2004	September 16 - October 7	SOS	Town Halls Re: Ballot measures	**
9/17/2004	PE+10	BOS	Last day to meet and canvass returns; declare nominated candidates	16-642, 16-645
9/17/2004	PE+10	BOS	Deliver canvass to SOS	16-645
9/18/2004	GE-45	BOS	Have proof of sample ballot prepared for inspection by candidates, agents and party chairmen	**
9/18/2004	GE-45	BOS	Begin instruction classes for precinct election boards	16-532
9/18/2004	GE-45	BOS	Print instructions for election boards	16-532*
9/18/2004	GE-45	BOS	Print inspectors' instructions and check lists	**
9/20/2004	GE-43*	SOS	Mail one copy publicity pamphlet to every household that contains a registered voter	19-123(B)*

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
9/20/2004	PE+13	SOS	OFFICIAL CANVASS OF PRIMARY ELECTION Canvass returns of all offices or districts larger than a county or for members of the legislature - issue certificate of nomination	16-645
9/23/2004	GE-40	SOS ELEC CLK	Deadline for accepting write-in candidates nomination papers for general election	16-312
9/23/2004	GE-40	SOS ELEC CLK	Deliver notice of write-in candidates filing nomination papers	16-312
9/23/2004	September 23	SOS	Printer delivers "extra" English & Spanish pamphlets to SOS & Counties / mails pamphlets to voter households	**
9/23/2004	PE+16	BOS	Voting devices may be unsealed	16-428
9/23/2004	GE-40	BOS	Accept suggestions from candidate and/or party chairmen for changes in sample ballot proof	**
9/23/2004	GE-40	BOS	Include list of eligible write-in candidates in supplies for precinct inspectors	16-312
9/27/2004	PE+20	SOS ELEC	End Post-Primary Election reporting period for campaign finance reports	16-913(B)(3)
9/27/2004	GE-36	BOS	Allocate voting devices to precincts	16-447*
9/27/2004	GE-36	REC	Have styrofoam backers for early ballots	**
9/27/2004	GE-36	BOS	Order voting device, mark punch and conversion chart	**
9/28/2004	PE+21	SOS	Begin filing period for Post-Primary Report - September 7, 2004 Primary Election - for standing committees - Report covers August 19, 2004 - September 27, 2004	16-913(B)(C)(K), 16-916(D)
9/28/2004	PE+21	SOS	Begin filing period for Post-Primary Report - September 7, 2004 Primary Election - Campaign finance report covers August 19, 2004 - September 27, 2004	16-913(B)(C)(K), 16-916(D)
9/30/2004	GE-33	BOS	Print early ballots and deliver to county recorder	16-503, 16-545
9/30/2004	GE-33	REC	Print instructions and envelopes needed for early voting	16-544(B)(2)*, 16-547*
9/30/2004	GE-33	BOS	Print ballots and ballot labels	16-405*, 16-466*, 16-503*, 16-545*

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
9/30/2004	GE-33	REC	Early voter's instructions printed and delivered by county recorder	16-544*
9/30/2004	GE-33	REC	Begin to accept ballots from early voters for General Election	16-545
9/30/2004	GE-33	REC	Appoint special election boards	16-549*
10/1/2004	GE-32	BOS	Accept list submitted from party chairmen of party election observers	16-590*
10/1/2004	GE-32	BOS	Designate location for central counting place boards, receiving site boards, precinct boards, early boards and data processing boards	16-608*
10/3/2004	GE-30	GOV	Election proclamation by governor	16-214
10/4/2004	GE-29	SOS REC	Voter Registration Report	16-168(G)
10/4/2004	GE-29	REC	Close voter registration for general election at midnight	16-120
10/7/2004	PE+30	SOS	Deadline for filing of Post-Primary Report - September 7, 2004 Primary Election - for standing committees - Report covers August 19, 2004 - September 27, 2004	16-913(B)(C)(K), 16-916(D)
10/7/2004	PE+30	SOS	Deadline for filing of Post-Primary Report - September 7, 2004 Primary Election - Campaign finance report covers August 19, 2004 - September 27, 2004	16-913(B)(C)(K), 16-916(D)
10/7/2004	PE+30	CCEC	Candidates shall pay uncontested / unpaid bills primary election	16-953(C)
10/8/2004	GE-25	BOS	Print challenge lists and payroll vouchers	16-536*, 16-594*
10/8/2004	GE-25	BOS	Ballot labels ready for voting devices	16-405*, 16-466*, 16-506*
10/8/2004	GE-25	BOS	Print poll lists and cards of instructions to voters	16-513*, 16-516*
10/8/2004	GE-25	BOS	Receive election proclamation by governor	16-214
10/8/2004	GE-25	BOS	Print official and unofficial return envelopes	16-511*, 16-615*, 16-616*
10/8/2004	GE-25	BOS	Print duplicate ballot report forms	16-608*
10/8/2004	GE-25	BOS	Print "no smoking," "vote here," "seventy-five foot limit," "arrow" and "right to vote a provisional ballot" signs	16-513(01)*, 16-515*, 16-563(2)*

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
10/11/2004	GE-22	BOS	Precinct supplies on hand	16-404*, 16-405*, 16-426*, 16-447*, 16-511-515*
10/11/2004	GE-22	BOS	Confirm or rearrange (as a result of primary) receiving sites, central counting place, computer center and early ballot processing center locations and floor space layout	16-532*, 16-551*, 16-608*
10/12/2004	GE-21	REC	Deliver complete copies of precinct registers to party county chairmen and state chairmen	16-168
10/13/2004	GE-20	SOS ELEC	End reporting period for pre-general election campaign finance reports	16-913(B)(2)
10/13/2004	GE-20	BOS	Designate polling places except for special district mail ballot elections	16-411
10/13/2004	GE-20	BOS	Appoint all election boards	16-531, 16-535, 16-551
10/14/2004	GE-19	SOS	Begin filing period for Pre-General Report - November 2, 2004 General Election - for standing committees - Report covers September 28, 2004 - October 13, 2004	16-913(B)(C)(K), 16-916(D)
10/14/2004	GE-19	SOS	Begin filing period for Pre-General Report - November 2, 2004 General Election - Campaign finance report covering September 28, 2004 - October 13, 2004	16-913(B)(C)(K), 16-916(D)
10/15/2004	GE-18	BOS	Print log books and other forms for receiving sites, central counting place, early ballot processing center and computer center	16-608*
10/15/2004	GE-18	BOS	Outline polling place support plan for election day	**
10/19/2004	GE-14	BOS	Mail notice to county party chairmen as to time and place when voting devices can be inspected	16-447(C)*
10/19/2004	GE-14	BOS	File programs with SOS	16-445
10/21/2004	GE-12	SOS	Deadline for filing of Pre-General Report - November 2, 2004 General Election - for standing committees - Report covers September 28, 2004 - October 13, 2004	16-913(B)(C)(K), 16-916(D)

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
10/21/2004	GE-12	SOS	Deadline for filing of Pre-General Report - November 2, 2004 General Election - Campaign finance report covering September 28, 2004 - October 13, 2004	16-913(B)(C)(K), 16-916(D)
10/22/2004	GE-11	REC	Deadline for requests for assistance by special election boards due to "continuing" illness	16-549
10/22/2004	GE-11	REC	Deadline for requests for early ballots	16-542(D)
10/22/2004	GE-11	BOS	Mail sample ballots	16-510(C)
10/23/2004	GE-10	REC	Begin to accept requests for assistance by special election board due to "unanticipated" illness	16-549
10/23/2004	GE-10	REC	Begin to accept requests for early ballots from voters prevented from voting at polls due to an emergency	16-542(F)
10/23/2004	GE-10	BOS	Publication of election proclamation made by governor	16-214(C)
10/23/2004	GE-10	BOS	Assemble precinct kits, supplies and materials	16-404*, 16-405*, 16-426*, 16-447*, 16-511-515*
10/23/2004	GE-10	REC	Prepare precinct registers	16-168
10/23/2004	GE-10	REC	Provide the names of electors on the inactive voter list to each precinct	16-583*
10/23/2004	GE-10	BOS	Ballot pages printed and ready for inspection	16-503(A)
10/25/2004	GE-8	BOS	Assemble voting devices, punch masks crimp pages	**
10/26/2004	GE-7	SOS BOS	Perform logic and accuracy test - notify public 48 hours in advance	16-449
10/26/2004	GE-7	BOS	Complete ballot and supply dispersal plan	16-509
10/26/2004	GE-7	BOS	Complete plans for transfer to alternate computer facility	**
10/26/2004	GE-7	BOS	Complete receiving site ballot card pick-up plan	**
10/31/2004	GE-2	BOS	If BOS fails to designate polling places, the justice of the peace may designate the polling places	16-411(C)
10/31/2004	GE-2	BOS	Deliver ballots to inspector	16-509
11/1/2004	GE-1	BOS	Complete instruction classes for precinct boards, early boards, receiving site boards, central counting place boards and data processing boards	16-532

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
11/1/2004	GE-1	BOS	Deliver polling place supplies	16-404, 16-447(D), 16-511*
11/1/2004	GE-1	REC	Deadline for requests for assistance by special board due to "unanticipated" illness	16-549(D)
11/1/2004	GE-1	REC	Deadline for accepting ballots from those prevented from voting at the polls as a result of an emergency occurring between 5:00 p.m. the second Friday preceding the election and 5:00 p.m. Monday preceding the election	16-542(F)
11/1/2004	GE-1	REC	Deliver list of all persons who were issued early ballots to precinct inspectors	16-550(C)
11/1/2004	GE-1	BOS	Deliver list of qualified write-in candidates to inspector to be posted on election day	16-312*
11/1/2004	GE-1	BOS	Complete post election materials pick-up plan	**
11/1/2004	GE-1	BOS	Complete voter education program - public display of voting equipment	16-406
11/2/2004	GE	ALL	November 2, 2004 General Election	16-211
11/2/2004	GE	BOS	Include list of eligible write-in candidates in the supplies for write-in boards	16-312
11/2/2004	GE	REC	Continue delivery of early ballots to early boards until 7:00 p.m.	16-551(C)
11/2/2004	GE	REC	Last date for members of U.S. service and family residing outside AZ to register for general election	16-103
11/2/2004	GE	BOS	Complete central counting place set up and furnish supplies	16-621
11/3/2004	GE+1	CCEC	Candidates to return monies above sufficient to pay unpaid bills during general election period	16-953(B)
11/8/2004	GE+6	CLK BOS	Deliver certificate of election	16-647
11/8/2004	GE+6	BOS	Last date to hear early ballot challenges	16-552(E)
11/8/2004	GE+6	BOS	First day to meet to canvass returns and issue certificates of election	16-642, 16-645
11/9/2004	GE+5 working days	REC	Process provisional ballots	16-135, 16-584(E)
11/17/2004	GE+15	CLK BOS	Deliver certificate of election	16-647

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
11/17/2004	GE+15	BOS	Last day to meet to canvass returns and issue certificates of election	16-642
11/18/2004	GE+16	BOS	Voting devices may be unsealed	16-428
11/22/2004	GE+20	SOS	OFFICIAL CANVASS OF GENERAL ELECTION Canvass state returns; issue certificate of election	16-648, 16-650
11/22/2004	GE+20	GOV	Proclamation on constitutional amendments and measures by Governor	16-651*
11/23/2004	GE+21	SOS	Begin filing period for Post-General Report - November 2, 2004 General Election - for standing committees - Report covers October 14, 2004 - November 22, 2004	16-913(B)(C)(K), 16-916(D)
11/23/2004	GE+21	SOS	Begin filing period for Post-General Report - November 2, 2004 General Election - Campaign finance report covers October 14, 2004 - November 22, 2004	16-913(B)(C)(K), 16-916(D)
12/2/2004	GE+30	SOS	Deadline for filing of Post-General Report - November 2, 2004 General Election - for standing committees - Report covers October 14, 2004 - November 22, 2004	16-913(B)(C)(K), 16-916(D)
12/2/2004	GE+30	SOS	Deadline for filing of Post-General Report - November 2, 2004 General Election - Campaign finance report covers October 14, 2004 - November 22, 2004	16-913(B)(C)(K), 16-916(D)
12/2/2004	GE+30	CCEC	Candidates shall pay uncontested / unpaid bills from the general election	16-953(C)

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INSTRUCTIONS TO VOTERS AND ELECTION OFFICERS

1. The polls are open from 6:00 a.m. until 7:00 p.m.
2. Please give your full name and place of residence to the election officer in charge of the signature roster. The election officer will determine which type of ballot you will use to cast your vote.
3. Once you have received your ballot, go to the next available voting booth to cast your vote. Mark your ballot opposite the name of each candidate for whom you want to vote.
4. If you want to vote for a person who is not printed on the ballot, write that person's name on the lines provided and mark the ballot in the appropriate place next to the name you have written.
5. Ask for assistance if you are physically unable to mark your ballot. Two election officers from opposing political parties will accompany you to the voting booth. They will:
 - tell you the names of all candidates for each office on the ballot,
 - tell you the political parties by which the candidates were nominated for each office,
 - ask the name of the candidates for whom you want to cast your vote, and
 - mark your ballot correctly.

Neither of the election officers who assists you with your vote are allowed to influence your vote by recommending or suggesting any candidate or political party for any office.

6. If you accidentally spoil your ballot, present it to the election judge. Make sure to conceal any votes you have made on the ballot. Either you or the judge will need to mark the ballot as spoiled, and the judge will give you another ballot on which to cast your vote. You are allowed to spoil no more than three ballots.

If you feel that a violation of the Help America Vote Act of 2002 has occurred, you may contact:

Secretary of State's Division of Election Services
 1700 West Washington Street 7th Floor
 Phoenix, AZ 85007
 1-877-THE VOTE
www.azsos.gov

RIGHT TO VOTE A PROVISIONAL BALLOT

1. You have a right to vote a provisional ballot if one of the following situations applies to you:
 - If your name does not appear on the precinct register, and you are in the correct polling place,
 - if you have moved to a new address within the county and have not updated your voter registration,
 - if you have legally changed your name and have not updated your voter registration,
 - if you did not vote an early ballot.

To vote using a provisional ballot:

- Present to the election officer an identification stating your given name and surname,
- present to the election officer your complete residence address, or
- sign an affirmation stating that you are a registered voter in this jurisdiction and are eligible to vote.

If you vote using a provisional ballot, the election official will enter your name on the signature roster. You will be asked to provide your signature next to your name.

Once you have voted using a provisional ballot, your ballot will be placed in a provisional ballot envelope, which you can seal. The election official will ensure that the envelope is sealed. You will then be given a provisional ballot receipt with information on how to verify the status of your provisional ballot.

Sample Failure to File Notice

TO: «NAME»

Filer ID # «FILERID»

ATTN: «ATTENTION»

«ADDRESS1»

«ADDRESS2»

«CITY», «STATE» «ZIP»

FROM: Office of the Secretary of State
Election Services Division

DATE:

RE: **Failure to File Campaign Finance Report** for Filer ID «FILERID»

«PERIODNAME»

«BEGINDATE» TO «ENDDATE»

Due «ENDFILINGDATE»

Pursuant to Arizona Revised Statutes, A.R.S. §16-918(A), the secretary of state hereby notifies you that the above named political committee has failed to file the noted campaign finance report on time. Depending upon how you choose to remedy this failure to file, the following deadlines and penalties apply:

1. \$10 FILING PENALTY FOR EACH DAY THE REPORT IS LATE

Beginning the day after your campaign finance report was due, a mandatory late filing penalty of \$10 per day must be paid to the secretary of state for each day the report was late. By the time you receive this notice, the fee is already accumulating. State law does not permit the secretary of state to accept your report without full payment of the late fee. A.R.S. §16-918(B)

If you intend to present a written claim of good cause for the failure to file on time, that claim does not substitute for paying the late fee at the time you file the campaign finance report. If a finding of good cause is granted at a later time, your late penalty will be refunded.

2. ADDITIONAL PENALTIES FOR FAILING TO FILE WITHIN THE NEXT 15 DAYS

If your committee does not file the required campaign finance report within 15 days of receiving this notice; your committee is subject to additional penalties:

For all committees, there is a mandatory civil penalty of \$25 per day for each day your committee fails to file beyond the 15 days after you receive this notice. A.R.S. §16-918(C)

For candidate campaign committees that do not come into compliance with filing requirements, the Attorney General may impose an order that this office will refuse nomination papers from the candidate for a period of five (5) years from the date the campaign finance report was originally due. The Arizona Attorney General may also issue an order that the filing officer for any jurisdiction (local or state) may refuse to accept nomination papers from the candidate for a period of five (5) years from the date the campaign finance report was originally due. A.R.S. §16-918(F)

3. THIS IS THE ONLY FAILURE TO FILE NOTICE THAT YOU WILL RECEIVE.

Each political committee that has failed to file a campaign finance report will be sent only one notice of failure to file. (THIS LETTER CONSTITUTES YOUR NOTIFICATION) For candidate campaign committees, a copy will also be sent to the candidate or designating individual at his or her address on file with the secretary of state. A copy of this notice becomes a part of the public record of your campaign finance report file.

4. YOUR COMMITTEE MUST FILE YOUR CAMPAIGN FINANCE REPORTS WITH THE SECRETARY OF STATE IN ELECTRONIC FORMAT. A.R.S. §16-958(E) **It is no longer necessary to file a report on paper when you have filed your report electronically.** For your electronic report to be considered to have been properly filed, you must provide one of the following to the Office of the secretary of state:

- a) The data saved on a 3.5" floppy disk using the electronic filing option in CFS 2004; **OR**
- b) The data sent via Internet transmission using the electronic filing option in CFS 2004 (you will receive a confirmation if your transmission was successful); **OR**

- c) The data sent in the specified electronic filing format using software from a third party vendor.

These are the only acceptable means by which you may file your report. The secretary of state has developed and released software, which will enable you to prepare and file your report electronically. The most recent version of the software ("CFS2004") is free and is available to download through the Arizona secretary of state's website at <http://www.azsos.gov/cfs/cfsaz2004.htm>. In the alternative, you may obtain the software on a CD-ROM disk at the Office of the secretary of state at 1700 West Washington, 7th Floor, Phoenix, AZ 85007 or 400 West Congress, Suite 504, Tucson, AZ 85701.

If you believe that your committee has filed this campaign finance report on time, please contact the Election Services Division at 1-877-THE VOTE or at (602) 542-6169 or (602) 542-0214, or you may send an e-mail message to elections@sos.state.az.us

ARIZONA VOTER REGISTRATION FORM

SOLICITUD DE INSCRIPCIÓN PARA VOTAR EN ARIZONA

INSTRUCCIONES EN ESPAÑOL SE ENCUENTRAN AL REVERSO

You can use this form to:

- Register to vote in the state of Arizona
- Let us know that your name, address or party affiliation has changed

To register to vote in Arizona you must:

- Be a United States citizen
- Be a resident of Arizona and the county listed on your registration
- Be 18 years of age or more on or before the day of the next regular General Election

The General Election is held on the first Tuesday after the first Monday in November of every even numbered year.

You cannot register to vote in Arizona if:

- You have been convicted of a felony and have not yet had your civil rights restored
- You have been adjudicated incompetent (A.R.S. § 14-5101)

If you register to vote, the office where you submit your registration application will remain confidential and will be used only for voter registration purposes.

If you do not wish to register to vote, your decision not to register will remain confidential and will be used only for voter registration purposes.

How to register to vote:

- You can mail or hand carry your completed form to your County Recorder's Office
- Your County Recorder's office will mail you a proof of registration within 4 - 6 weeks
- **NEW REGISTRATION REQUIREMENT:** Your completed voter registration form must contain the number of your Arizona driver license, or nonoperating identification license issued pursuant to A.R.S. § 28-3165, if the license is current and valid. If you *do not have* a current and valid Arizona driver license or nonoperating identification license, you must include the last four digits of your social security number if one has been issued to you. If you do not have a current and valid driver license or nonoperating identification license or a social security number, a unique identifying number will be assigned by the Secretary of State.

IMPORTANT! In the case of registration by mail, a voter registration is valid if it complies with either of the following:

1. The form is postmarked 29 days or more before an election and is received by the County Recorder by 7 p.m. on the day of that election.
2. The registration is dated 29 days or more before an election and is received by the County Recorder within 5 days after the last day to register to vote in that election.

Citizens with disabilities can:

- Contact the County Recorder/Elections Department for information about polling place access, early voting, assistance at the polling place and all other election related procedures

***USE BLACK PEN ~ PLEASE PRINT CLEARLY**

<Fold Line-----Fold Line>

Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/>		BOX FOR OFFICE USE ONLY S			
Will you be 18 years of age on or before election day? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<i>If you checked "No" to either of these questions, do not complete this form.</i> Are you a convicted felon? If YES , do NOT complete this form unless your civil rights are restored.					
Last Name		First Name		Middle Name	Jr./Sr./III
Address where you live (house number, street, apt./unit number; if no street address, describe residence location using mileage, major cross streets or landmarks) Do not use post office box or business address. Draw a map below if located in rural area. Include apt. number/trailer space.					
City		County	Zip	Address where you get your mail, if mail is not delivered to your home	
Birth Date (Month/Day/Year)		State or Country of Birth	Telephone number		Father's name or mother's maiden name
Specify Party Preference		Occupation	Driver license no., nonoperating identification no., <u>or</u> last 4 digits of social security no. (See new registration requirement above)		Indian census no. (Optional)
Are you registered to vote at another address? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/>			If your name was different the last time you registered, list former name		
List the former address, including county and state					
Voter Declaration – By signing below, I swear or affirm that the following is true: ➤ I am a CITIZEN of the United States ➤ I am a RESIDENT of Arizona and the above named county ➤ I will be at least 18 YEARS OF AGE by the next general election ➤ I am NOT a convicted FELON, or my civil rights are restored ➤ I have NOT been adjudicated INCOMPETENT (A.R.S. § 14-5101) ➤ Warning: Executing a false registration is a class 6 felony.					If no street address draw a map here: <div><div>N</div><div>W ————— E</div><div>S</div></div>
<div><div>X</div><div>SIGN HERE</div></div> <div>DATE</div>					
If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here: Signature of person assisting: _____ Date: _____					
Will you be willing to work at a polling place on election day? Yes <input type="checkbox"/> No <input type="checkbox"/>					

<Remove tape and fold to mail -----Remove tape and fold to mail>

ARIZONA VOTER REGISTRATION FORM (Translation)

SOLICITUD DE INSCRIPCIÓN PARA VOTAR EN ARIZONA

Este formulario sirve para:

- Inscribirse para votar en el estado de Arizona
- Informarnos de su cambio de nombre, dirección o partido político

Para inscribirse para votar en el Estado de Arizona, usted tiene que:

- Ser ciudadano de los Estados Unidos
- Ser residente de Arizona y del condado que se indica en su inscripción
- Tener 18 años o más de edad en o antes del día de la siguiente Elección General

La Elección General se lleva a cabo el primer martes después del primer lunes en noviembre de cada año par.

No se puede inscribir para votar en Arizona si:

- Ha sido condenado de un delito grave y aún no se le han restituido sus derechos civiles
- Ha sido juzgado incompetente (Estatutos Revisados de Arizona §14-5101)

Cómo inscribirse para votar:

- Usted puede enviar su formulario llenado por correo o entregarlo personalmente a la Oficina del Registrador de su Condado
- Dentro de 4 a 6 semanas la Oficina del Registrador del Condado le enviará por correo su prueba de inscripción como votante
- **NUEVO REQUISITO DE INSCRIPCIÓN:** Su formulario de inscripción llenado para votar tiene que contener el número de su licencia de manejar de Arizona, o de su licencia de identificación no de manejar de Arizona, expedida de conformidad con A.R.S. § 28-3165, si la licencia está vigente y es válida. Si usted no tiene una licencia de manejar de Arizona, ni una licencia de identificación no de manejar de Arizona, que está vigente y es válida, tiene que incluir las últimas cuatro cifras de su número de seguro social, si se le ha expedido uno. Si usted no tiene una licencia de manejar de Arizona, ni una licencia de identificación no de manejar de Arizona, que está vigente y es válida, ni un número de seguro social, se le asignará un número de identificación por la Secretaria de Estado.

¡IMPORTANTE! En caso de inscripción por correo, su solicitud de inscripción como votante es válida si satisface cualquiera de los siguientes:

1. El formulario tiene la fecha de matasellos de 29 días o más antes de una elección y el Registrador del Condado la recibe para las 7 de la noche en el día de esa elección.
2. La inscripción tiene la fecha de 29 días o más antes de una elección y el Registrador del Condado la recibe dentro de 5 días después del último día para inscribirse para votar en esa misma elección.

Si se inscribe para votar, la oficina en cual Ud. presentó su solicitud de inscripción como votante permanecerá confidencial y se usará únicamente para propósitos de inscripción como votante. Si usted no desea inscribirse para votar, su decisión de no inscribirse para votar permanecerá confidencial y se usará únicamente para propósitos de inscripción como votante.

Los ciudadanos con discapacidades pueden:

- Comunicarse con el Registrador del Condado o el Departamento de Elecciones para información tocante al acceso a los centros electorales, votación antes de la elección, a la asistencia en los centros electorales y todos los otros procedimientos relacionados con la elección.



PLACE
STAMP
HERE

* USE PLUMA TINTA NEGRA ~ FAVOR DE ESCRIBIR EN LETRA DE MOLDE CLARAMENTE

<LÍNEA DE DOBLE-----LÍNEA DE DOBLE>

¿Es usted ciudadano de los Estados Unidos de América? Si <input type="checkbox"/> No <input type="checkbox"/> ¿Tendrá usted 18 años de edad en o antes del día de la elección? Si <input type="checkbox"/> No <input type="checkbox"/> <i>Si usted marcó "no" a cualquiera de estas preguntas, no complete este formulario.</i> ¿Ha sido condenado de un delito grave? Si marca SÍ, NO complete la solicitud de inscripción a menos que haya una restitución de sus derechos civiles.				SOLO PARA EL USO DE LA OFICINA					
Apellido		Primer Nombre		Segundo Nombre		Jr./Sr./III			
Dirección particular donde usted vive (señales de casa, calle, número de departamento/unidad; si no tiene dirección particular, describa la ubicación de su domicilio empleando millas, intersecciones principales o marcas) No use apartado postal o dirección de negocio. Si está ubicado en una área rural dibuje un mapa abajo.									
Ciudad		Condado		Código Postal		Dirección en la cual recibe su correspondencia <i>si no la recibe en su domicilio</i>			
Fecha de Nacimiento (Mes/Día/Año)			Estado o País de Nacimiento		Núm. de teléfono		Nombre de su padre o el nombre de soltera de su madre		
Especifique su Partido de Preferencia			Ocupación		El número de licencia de manejar, el número de identificación no de manejar, o las últimas 4 cifras del número de seguro social. <i>(Vea el nuevo requisito de inscripción más arriba)</i>			Núm. de censo de Indio <i>(Opcional)</i>	
¿Está usted inscrito para votar en otra dirección? Si <input type="checkbox"/> No <input type="checkbox"/> No estoy seguro <input type="checkbox"/> Si marca "sí" o "no estoy seguro", indique su dirección anterior, incluya el condado y el estado.						Si su nombre ha cambiado desde la última vez que se inscribió, indique su nombre anterior.			
Declaración del Votante - Al firmar abajo, juro o afirmo que lo siguiente es verdadero: ➤ Soy CIUDADANO de los Estados Unidos ➤ Soy RESIDENTE del Estado de Arizona y del condado indicado arriba ➤ Tendré 18 AÑOS DE EDAD para el día de la próxima elección general ➤ NO soy un CRIMINAL convicto, o mis derechos civiles se me han restablecido ➤ NO he sido juzgado INCOMPETENTE (Estatutos Revisados de Arizona §14-5101) ➤ Advertencia: Firmar una solicitud de inscripción para votar falsa constituye un delito grave de categoría 6.						Si no tiene dirección particular dibuje el mapa aquí: <div>N O ————— E S</div>			
X FIRME AQUI _____ FECHA _____									
Si no puede firmar esta inscripción para votar, la inscripción se puede completar bajo su dirección. La persona que le ayuda tiene que firmar aquí. Firma de la persona ayudando: _____ Fecha: _____									
¿Le gustaría trabajar en un centro electoral el día de la elección? Si <input type="checkbox"/> No <input type="checkbox"/>									

<DESPEGUE LA CINTA ADHESIVA Y DOBLE PARA ENVIAR POR CORREO -----DESPEGUE LA CINTA ADHESIVA Y DOBLE PARA ENVIAR POR CORREO>

*USE BLACK PEN ~ PLEASE PRINT CLEARLY

<Fold Line-----Fold Line>

Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you be 18 years of age on or before election day? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If you checked "No" to either of these questions, do not complete this form.</i> Are you a convicted felon? If YES , do NOT complete this form unless your civil rights are restored.				BOX FOR OFFICE USE ONLY S				
Last Name		First Name		Middle Name		Jr./Sr./III		
Address where you live (house number, street, apt./unit number; if no street address, describe residence location using mileage, major cross streets or landmarks) Do not use post office box or business address. Draw a map below if located in rural area. Include apt. number/trailer space.								
City		County		Zip		Address where you get your mail, if mail is not delivered to your home		
Birth Date (Month/Day/Year)		State or Country of Birth		Telephone number		Father's name or mother's maiden name		
Specify Party Preference		Occupation		Driver license no., nonoperating identification no., or last 4 digits of social security no. <i>(See new registration requirement above)</i>			Indian census no. <i>(Optional)</i>	
Are you registered to vote at another address? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> List the former address, including county and state				If your name was different the last time you registered, list former name				
Voter Declaration – By signing below, I swear or affirm that the following is true: ➤ I am a CITIZEN of the United States ➤ I am a RESIDENT of Arizona and the above named county ➤ I will be at least 18 YEARS OF AGE by the next general election ➤ I am NOT a convicted FELON, or my civil rights are restored ➤ I have NOT been adjudicated INCOMPETENT (A.R.S. § 14-5101) ➤ Warning: Executing a false registration is a class 6 felony.						If no street address draw a map here: <div>N W ————— E S</div>		
X SIGN HERE _____ DATE _____								
If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here: Signature of person assisting: _____ Date: _____								
Will you be willing to work at a polling place on election day? Yes <input type="checkbox"/> No <input type="checkbox"/>								

<Remove tape and fold to mail -----Remove tape and fold to mail>

VOTER REGISTRATION FORM - SOLICITUD DE INSCRIPCIÓN PARA VOTAR

VOTER REGISTRATION INFORMATION

QUALIFICATIONS

In order to register to vote:

- You must be a citizen of the United States.
- You must be a resident of Arizona.
- You must be 18 years of age or more on or before the day of the next General Election.
- If you have been convicted of a felony, your civil rights must have been restored.
- You have not been adjudicated incompetent (A.R.S. § 14-5101).

If you meet the qualifications, complete, sign and return the attached registration form. This form may be used to register in any county in Arizona.

In order to vote, your registration form must be received 29 days prior to the election. The County Recorder will notify you that your form was received.

The form may be mailed or given to a person designated to receive voter registration forms. Call your Recorder as listed below for more information.

PARTY PREFERENCE - At Primary Elections a voter who is registered as a member of a political party that is entitled to representation on the ballot shall be given a ballot of the political party identified by the voter as the voter's Party Preference on his or her voter registration form. For a voter who is registered as independent, or no party preference or as a member of a political party that is not entitled to representation on the ballot, at the Primary Election, the voter shall designate the ballot of only one of the political parties that is entitled to representation on the ballot and shall vote that ballot.

Accommodations for Individuals with Disabilities. Alternative format materials, sign language interpretation, and assistive listening devices are available upon 72 hours advance notice to your County Recorder.

To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.

CONGRATULATIONS!

By registering to vote you are taking a major step toward good citizenship. Here is some information which will help you exercise your right to vote.

1. You must re-register whenever you:

Move

Change your name

Change your political party affiliation

2. The locations of voting places are published for your convenience before each election.
3. Early ballots may be requested from the County Recorder of your county of residence.
4. Keep this copy as your receipt. After the County Recorder receives your registration and places it in the county general register, a notice will be sent to you within 4-6 weeks indicating that your name appears on the register. If you do not receive your notice contact your County Recorder.

Apache County Recorder
St. Johns, AZ 85936
(928) 337-7516 (TDD# 337-4402)

Cochise County Recorder
Bisbee, AZ 85603
(520) 432-8354 (TDD# 432-8360)

**Coconino County Recorder/
Elections Department**
Flagstaff, AZ 86001
(928) 779-6589 (TDD# 226-6073)

Gila County Recorder
Globe, AZ 85501
(928) 425-3231 (TDD# 425-0839)

Graham County Recorder
Safford, AZ 85546
(928) 428-3560 (TDD# 428-3562)

Greenlee County Recorder
Clifton, AZ 85533
(928) 865-2632 (TDD# 865-2632)

La Paz County Recorder
Parker, AZ 85344
(928) 669-6136 (TDD# 669-8400)

**Maricopa County Recorder/
Elections Department**
Phoenix, AZ 85003
(602) 506-1511 (TDD# 506-2348)

INFORMACIÓN PARA INSCRIPCIÓN DE VOTANTES

CALIFICACIONES

Para poder inscribirse para votar:

- Usted tiene que ser ciudadano de los Estados Unidos.
- Usted tiene que ser residente de Arizona.
- Usted tiene que haber cumplido 18 años de edad en o antes del día de la siguiente Elección General.
- Si usted fue condenado de un delito grave, sus derechos civiles tuvieron que ser restituidos.
- Usted no ha sido juzgado incompetente (Estatutos Revisados de Arizona § 14-5101).

Si usted satisface todos los requisitos, llene, firme y devuelva el formulario de inscripción adjunto. Este formulario puede ser usado para inscribirse en cualquier condado en Arizona.

Para poder votar su formulario de inscripción tiene que ser recibida 29 días antes de la elección. El Registrador del Condado (County Recorder) le avisará que se recibió su formulario.

El formulario puede ser enviado por correo o entregado a la persona designada para recibir los formularios de inscripción para votar. Llame a su Registrador del Condado que está anotado abajo para más información.

PARTIDO DE PREFERENCIA - En las Elecciones Primarias el votante que está inscrito como afiliado de un partido político que tiene derecho a representación en la boleta electoral se le dará una boleta electoral del partido político señalado por el votante como el Partido en su formulario de inscripción de votante. Para un votante que está inscrito como independiente, o sin preferencia de partido, o que es afiliado de un partido político que no tiene derecho a representación en la boleta electoral en la Elección Primaria, el votante designará la boleta electoral de sólo uno de los partidos políticos que tienen derecho a representación en la boleta electoral y votará en esa boleta electoral.

Para satisfacer las necesidades de las personas con discapacidades. Los materiales en forma alternativa, interpretación de lenguaje mudo, y equipo auditivo están disponibles al dar 72 horas de aviso por adelantado a su Registrador del Condado. Se hará lo posible por satisfacer adicionales pedidos razonables dentro de las limitaciones del tiempo del pedido.

¡FELICIDADES!

Al inscribirse para votar usted está tomando un gran paso hacia la buena ciudadanía. Aquí le damos alguna información que le ayudará a ejercer su derecho para votar.

1. Usted se tiene que volver a registrar cuando usted:

Se cambia de domicilio

Se cambia de nombre

Desea cambiar su afiliación de partido político

2. Los locales de los lugares de votación son publicados para su conveniencia antes de cada elección.
3. Las boletas de votar temprano pueden ser solicitadas a la Oficina del Registrador del Condado de su condado de residencia.
4. Guarde esta copia como su recibo. Después de que la Oficina del Registrador del Condado reciba su inscripción y la ponga en el registro de su condado, recibirá un aviso indicándole que su nombre aparece en el registro. Si usted no recibe su aviso, póngase en contacto con la Oficina del Registrador del Condado.

Mohave County Recorder
Kingman, AZ 86402
(928) 753-0767 (TDD# 753-0769)

Navajo County Recorder
Holbrook, AZ 86025
(928) 524-4192 (TDD# 524-4294)

Pima County Recorder
Tucson, AZ 85701
(520) 740-4330 (TDD# 740-4320)

Pinal County Recorder
Florence, AZ 85232
(520) 866-7101 (TDD# 866-7166)

Santa Cruz County Recorder
Nogales, AZ 85621
(520) 375-7990 (TDD# 761-7816)

Yavapai County Recorder
Prescott, AZ 86305
(928) 771-3248 (TDD# 776-7253)

Yuma County Recorder
Yuma, AZ 85364
(928) 373-6034 (TDD# 373-6033)





STATE OF ARIZONA
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-905(K)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of _____ subject to the action of the _____ Party, at the Primary Election to be held on _____, and at the General Election to be held _____, should I be nominated.

I will have been a citizen of the United States for _____ years next preceding my election and will have been a citizen of Arizona for _____ years next preceding my election and will meet the age requirement for the office I seek and have resided in _____ County for _____ years and in precinct _____ for _____ years before my election.

I do solemnly swear (or affirm) that at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

Actual residence address or description of place of residence (city or town) (zip)

Post office address (city or town) (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.

LAST NAME

FIRST NAME

CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this _____ day of _____ 20____

Notary Public

(Seal)

I have read all applicable laws relating to campaign financing and reporting.

CANDIDATE SIGNATURE

Office Revision 9/30/2002



STATE OF ARIZONA

A.R.S. § 16-341
Nomination Other Than By Primary
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-341, 16-905(K)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of _____ subject to the Arizona General Election to be held on _____.

I will have been a citizen of the United States for _____ years next preceding my election and will have been a citizen of Arizona for _____ years next preceding my election and will meet the age requirement for the office I seek and have resided in _____ County for _____ years and in precinct _____ for _____ years before my election.

I do solemnly swear (or affirm) that at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

Actual residence address or description of place of residence (city or town) (zip)

Post office address (city or town) (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.

LAST NAME

FIRST NAME

BALLOT DESIGNATION (up to 3 words)

CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this _____ day of _____, 20_____

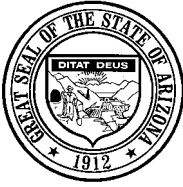
Notary Public

(Seal)

My Commission Expires: _____

I have read all applicable laws relating to campaign financing and reporting.

CANDIDATE SIGNATURE



STATE OF ARIZONA
Write-in Candidate
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-312, 16-905(K)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of _____ for
the _____ Party (if applicable) to be voted on at
the PRIMARY or GENERAL (circle one) election to be held on
_____.

I will have been a citizen of the United States for _____ year(s) next preceding my election and will
have been a citizen of Arizona for _____ year(s) next preceding my election and that my age is _____,
and my date of birth is the _____ day of _____, 19_____, and have resided in
_____ County for _____ year(s) and in
precinct _____ for _____ year(s) before my election.

I do solemnly swear (or affirm) that at the time of filing, I am a resident of the county, district or
precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of
election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding
said office.

Actual residence address or description of place of residence (city or town) (zip)

Post office
address (city or town) (zip)

**Print or type your name on the following line as you wish it to be listed
on the Notice of Official Write-In Candidates.**

LAST NAME

FIRST NAME

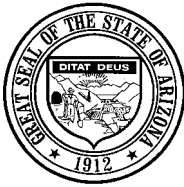
CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this _____ day of _____ 20____.

Notary Public

My Commission Expires:

(Seal)



STATE OF ARIZONA

NONPARTISAN
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-905(K)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of _____ at the General Election to be held on _____.

I will have been a citizen of the United States for _____ years next preceding my election and will have been a citizen of Arizona for _____ years next preceding my election and will meet the age requirement for the office I seek and have resided in _____ County for _____ years and in precinct _____ for _____ years before my election.

I do solemnly swear (or affirm) that, at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

Actual residence address or description of place of residence (city or town) (zip)

Post Office
Address _____
(city or town) (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.

LAST NAME

FIRST NAME

CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this _____ day of _____ 20____.

Notary Public

(Seal)

Precinct Election Supplies Inventory List

PRIMARY ELECTION
GENERAL ELECTION

OTHER

PRECINCT _____

Inspector _____ Phone _____

Address _____

Polling Place _____ Phone _____

Address _____

Custodian _____ Residence _____ Residence _____
address _____ Phone _____

PRIMARY ELECTION:

Official ballots

_____ DEM

_____ REP

_____ LBT

Sample Ballots -

_____ DEM.

_____ REP

_____ LBT

GENERAL ELECTION:

_____ Official Ballots

Sample Ballots -

KEYS TO BALLOT CONTAINER

DEMONSTRATION BALLOTS

BALLOT TRANSFER CONTAINER

DUPLICATE BALLOT REPORT

1 - 2 NUMBERED PLASTIC SEALS

1 NUMBERED PLASTIC SEAL

(Placed in Transfer Container

1 U.S. FLAG AND STAND

1 "A.R.S. TITLE 16

ELECTIONS & ELECTORS"

PRECINCT MAP

1 LIST OF PRECINCT POLLING PLACES

1 INSTRUCTIONS TO BOARD MEMBERS

1 OFFICIAL RETURNS CONTAINER

1 OFFICIAL ENVELOPE SEAL

1 UNOFFICIAL RETURNS CONTAINER

1 SIGNATURE ROSTER OF PRECINCT REGISTER

2 PRECINCT REGISTERS

2 POLL LISTS (SOME COUNTIES USE ONLY ONE POLL LIST)

1 CHALLENGE LIST

PROVISIONAL BALLOT ENVELOPES

UNUSED BALLOT SEALS

3 75-FOOT LIMIT NOTICES

3 75-FOOT LIMIT NOTICES

2 NO SMOKING SIGNS

1 VOTER PARKING/POLLING PLACE

4 VOTE HERE SIGNS

6 ARROWS

1 WRITE-IN CANDIDATE SIGNS

3 INSTRUCTIONS FOR VOTERS SIGNS

5 INSTRUCTION TO VOTERS AND

ELECTION OFFICERS -SIGNS

1 ELECTRICAL EXTENSION CORD

VOTER SIGNS -1/BOOTH

1 PAYROLL VOUCHER ENVELOPE

(Primary Only)

NOTICE TO VOTER - SIGNS

(General Only)

1 SMALL BOX - containing pens,

Pencils, needles, paper clips,

String, masking tape, thumb tacks,

Election Official badges.

Received from the Board of Supervisors, supplies as stated above

_____, 20_____, _____ Inspector

POLLING PLACE _____ PRECINCT _____

Receiving Board Log

Board No. _____

PRECINCT NUMBER	PRECINCT NAME	BOARD MEMBERS INITIALS	SEAL NUMBER	TIME RECEIVED	SIGNATURE OF PERSON BRINGING IN RETURNS	CONDITION OF CONTAINER

Sample
Inspection Board Receipt Log

Board No. _____

Provisional Ballots	Precinct	Time	Seal Number	TO DUPLICATION BOARD		TO WRITE-IN BOARD Write-in/ Ballots	Rejected	Board Members Initials
				Damaged Ballots	Overvote Ballots			

Write-In Board Log

Board No. _____

PRECINCT	TIME	NUMBER BALLOTS	OF	BOARD INITIALS	MEMBERS

Audit Form

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
		Parent Voucher	Bulbids Issued to Inspector	Total Bulbids Issued on Inspector's Copy	Total Bulbids Issued from Transmittal Form (A-5)	Count of Difference Between (A-5 and (A-6)	Count of Difference Between (A-5 and (A-7)	Count of Difference Between (A-5 and (A-8)	Count of Difference Between (A-5 and (A-9)	Count of Difference Between (A-5 and (A-10)	Count of Difference Between (A-5 and (A-11)	Count of Difference Between (A-5 and (A-12)	Count of Difference Between (A-5 and (A-13)	Count of Difference Between (A-5 and (A-14)	Count of Difference Between (A-5 and (A-15)	Count of Difference Between (A-5 and (A-16)	Count of Difference Between (A-5 and (A-17)	Count of Difference Between (A-5 and (A-18)	Count of Difference Between (A-5 and (A-19)	Count of Difference Between (A-5 and (A-20)	Count of Difference Between (A-5 and (A-21)	Count of Difference Between (A-5 and (A-22)	Count of Difference Between (A-5 and (A-23)	Count of Difference Between (A-5 and (A-24)	Count of Difference Between (A-5 and (A-25)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
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1	2	3	4	5	6	7	8	9	10	11	1														

PRECINCTS IN VOTING AREA'S

5100 - 0030

5181 - 0037 & 0745

5181 - 0221 0.0140
5182 - 0220 0.286 0.00000102 = 0220, 0220 = 0000
5103 = 0102, 0396 = 00005163 - 0102, 0736 & 0905
5164 - 0448, 0935 & 0951

1800-2-ELPS-0940, 0073 & 0081

Master Audit Form

COLUMN HEADINGS IN SEQUENTIAL ORDER

- | | |
|-------------------------------|---------------------------------------|
| 1. Payroll voucher | 7. Unused ballots |
| 2. Precinct ballot report | 8. Manual ballot count |
| 3. Ballots issued to precinct | 9. Early ballot |
| 4. Spoiled ballots | 10. Provisional ballot report |
| 5. Total ballots | 11. Manual total ballots cast |
| 6. Provisional ballots | 12. Machine count of all ballots cast |

(Early) Ballots

- A. Total ballots issued to county recorder for early voting
- B. Ballots distributed for early voting
- C. Spoiled ballots
- D. Unused ballots returned to board of supervisors
- E. Ballots turned over to early board
- F. Ballots rejected by early board as incomplete or insufficient
- G. Early ballots to be counted

NOTE: Write-ins from line 6 of ballot report should be checked against log kept by write-in tally Board to insure all envelopes with write-ins were processed.

CITY OF XXXXXXX
SPECIAL ELECTION
ELECTION AUDIT FORM
DATE XXXXX

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
WAB or Other			Payroll Voucher	Balls Issued to Voter	Total Ballot Cast on Ballot Type	Total Ballot Cast Transmitted & 6	Count of Difference of Ballots & 6	Count of Ballots in Ballot Box	Count of Ballots Returned	Count of Spoiled Ballots	Unused Ballots	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6	Count of Ballots Transmitted & 6
5100			Y																						
5101			N																						
5102			Y																						
5103																									
5104																									
TOTAL																									

PRECINCTS IN VOTING AREA'S

5100 - 0036
5101 - 0037 & 0740
5102 - 0038, 0255 & 0060
5103 - 0102, 0735 & 0065
5104 - 0448, 0073 & 0001

Audit Form

Duplication Board Log

Board No. _____

[illegible]

Sample
Disabled Voter Signature Statement

PRECINCT NAME OR CODE

REGISTER NUMBER

NAME

BALLOT CODE

VR#

ADDRESS

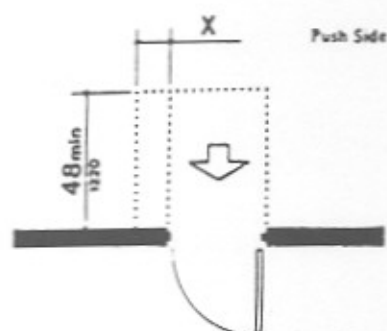
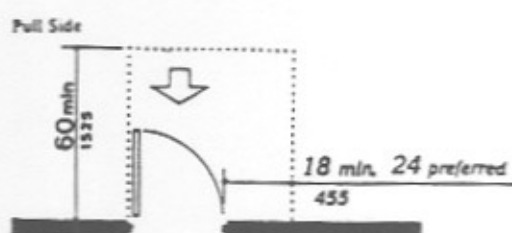
PARTY

REG. DATE

I am the person listed above and I reside at the address listed above.

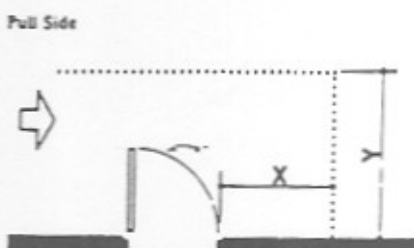
SIGNATURE OF QUALIFIED ELECTOR

SIGNATURE OF ELECTION OFFICIAL

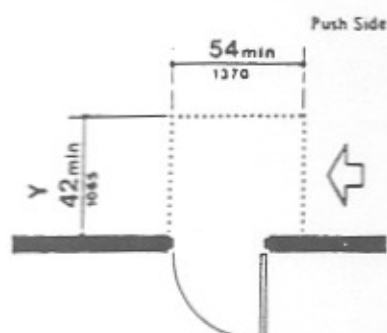


NOTE: $x = 12$ in (305 mm) if door has both a closer and latch.

(a)
Front Approaches — Swinging Doors

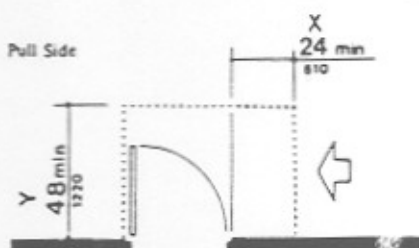


NOTE: $x = 36$ in (915 mm) minimum if $y = 60$ in (1525 mm); $x = 42$ in (1065 mm) minimum if $y = 54$ in (1370 mm).

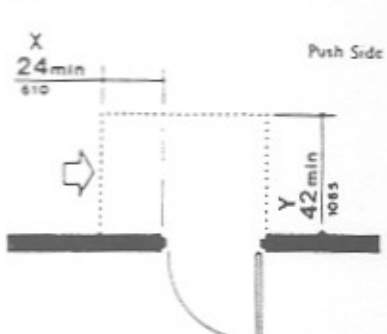


NOTE: $y = 48$ in (1220 mm) minimum if door has both a latch and closer.

(b)
Hinge Side Approaches — Swinging Doors



NOTE: $y = 54$ in (1370 mm) minimum if door has closer.



NOTE: $y = 48$ in (1220 mm) minimum if door has closer.

(c)
Latch Side Approaches — Swinging Doors

NOTE: All doors in alcoves shall comply with the clearances for front approaches.

Fig. 25
Maneuvering Clearances at Doors



Electronic Voting System Instructions and Procedures Manual

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